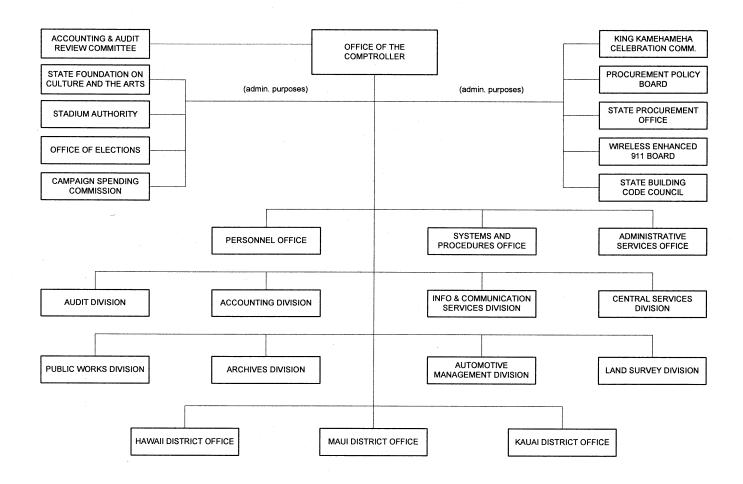


STATE OF HAWAII DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES ORGANIZATION CHART



DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES Department Summary

Mission Statement

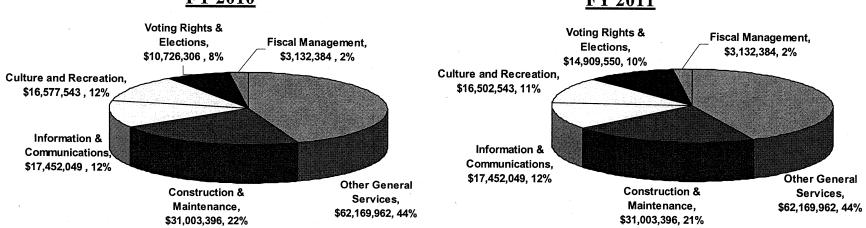
To provide the physical, financial, and technical infrastructure to support state departments and agencies in accomplishing their missions.

Department Goals

To strive for quality and consistency in the delivery of essential support services to other state departments and agencies. The department's activities reflect a continuing commitment towards cost efficiency, productivity, relevancy and timeliness of services.

Significant Measures of Effectiveness	FY 2010	FY 2011
1. Average in-house time to process payments to vendors (days)	5	5
2. Percentage of production jobs run on schedule	99	99
3. The average cost of change orders as a percentage of average actual construction cost	3	3

FB 2009-2011 Operating Budget by Major Program Area FY 2010 FY 2011



DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES MAJOR FUNCTIONS

- Maintains the State's accounting systems; records the State's financial transactions; verifies expenditures before payments; audits fiscal records of State agencies.
- Coordinates and directs engineering, architectural, office leasing, and centralized services that include public building and school repair and maintenance, custodial services, and grounds maintenance.
- Administers the statewide information processing and telecommunication services and programs.
- Performs land survey work for government agencies.

- Preserves government records and historical material.
- Administers the State's risk management activities.
- Manages the State's motor pool and parking activities.
- Coordinates procurement activities under Chapter 103D and 103F, HRS.
- Manages and operates Aloha Stadium; guides and promotes culture, the arts, history and humanities.
- Directs the statewide elections systems; ensures full disclosure of campaign contributions and expenditures.

MAJOR PROGRAM AREAS

The Department of Accounting and General Services has programs in the following major program areas:

ding
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gement
nt - Motor
nt –
mmission
Board
Services

Department of Accounting and General Services (Operating Budget)

		Allocation		
		FY 2009	FY 2010	FY 2011
Funding Sources:	Positions	688.50	646.00	646.00
General Funds	\$	70,401,722	64,845,376	64,999,932
		56.50	58.00	58.00
Special Funds		22,282,593	22,561,269	22,486,269
		2.50	2.50	2.50
Federal Funds		8,260,245	8,261,457	8,261,457
		5.00	5.00	5.00
Trust Funds		4,670,814	665,331	4,694,019
		34.00	35.00	35.00
Interdepartmental Tra	nsfers	10,605,689	11,261,875	11,261,875
		44.00	48.00	48.00
Revolving Funds		33,438,185	33,466,332	33,466,332
		0.00	0.00	0.00
Other Funds		226,690	0	. 0
		830.50	794.50	794.50
Total Requirements	· · · · · · · · · · · · · · · · · · ·	149,885,938	141,061,640	145,169,884

Major Adjustments in the Executive Budget Request: (general funds unless noted)

- 1. Deletes 42.50 vacant permanent and 4.50 vacant temporary positions and \$1,735,303 in personal services.
- 2. Deletes \$2,500,000 for risk management insurance premiums and claims.
- 3. Changes the means of financing of \$500,000 from general to interdepartmental transfer funds for the Information Communication and Services Program.
- 4. Deletes \$300,943 from grants and community projects for the State Foundation on Culture and the Arts.
- 5. Changes the means of financing for 4.00 positions and \$335,247 from general funds to the State Risk Management Revolving Fund.
- 6. Increases the Aloha Stadium Special Fund ceiling by \$173,194 for fringe benefit and pay increases for part-time intermittent workers.
- 7. Deletes 6.00 vacant positions and \$784,424 from the Custodial Services Program.
- 8. Deletes 5.00 vacant positions and \$824,135 from the neighbor island schools repair and maintenance program.
- 9. Deletes \$1,037,279 from the Office Leasing Program. -80-

PROGRAM ID:

PROGRAM STRUCTURE NO.

PROGRAM TITLE:

DEPARTMENT OF ACCOUNTING AND GENERAL SER

		IN DOLL	ARS	!	IN THOUSANDS				
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15	
CURRENT LEASE PAYMENTS				1					
OTHER CURRENT EXPENSES	6,839,900	6,839,900	6,839,900	6,839,900	6,840	6,840	6,840	6,840	
TOTAL CURRENT LEASE PAYMENTS C	6,839,900	6,839,900	6,839,900	6,839,900	6,840	6,840	6,840	6,840	
BY MEANS OF FINANCING				<u> </u>					
GENERAL FUND	4,739,600	4,739,600	4,739,600	4,739,600	4,740	4.740	4,740	4,740	
INTERDEPT. TRANSFER	2,100,300	2,100,300	2,100,300	2,100,300	2,100	2,100	2,100	2,100	
OPERATING COST	826.50*	830.50*	794.50*	794.50*	795.5*	795.5*	795.5*	795.5*	
PERSONAL SERVICES	40,240,209	46,146,183	46,255,408	46,409,964	46,434	46,434	46,434	46,434	
OTHER CURRENT EXPENSES	79,122,216	93,906,237	85,120,376	89,149,064	85,155	89,184	85,155	89,184	
EQUIPMENT	4,606,399	641,567	491,556	416,556	418	418	418	418	
MOTOR VEHICLE	2,305,039	2,354,400	2,354,400	2,354,400	2,355	2,355 	2,355	2,355	
TOTAL OPERATING COST	126,273,863	143,048,387	134,221,740	138,329,984	134,362	138,391	134,362	138,391	
				• • • • • • • • • • • • • • • • • • •					
BY MEANS OF FINANCING				+					
	687.50*	688.50*	646.00*	646.00*	647.0*	647.0*	647.0*	647.0*	
GENERAL FUND	72,139,267	65,662,123	60,105,776	60,260,332	60,321	60,321	60,321	60,321	
	53.50*	56.50*	58.00*	58.00*	58.0*	58.0*	58.0*	58.0*	
SPECIAL FUND	16,154,260	22,282,593	22,561,269	22,486,269	22,485	22,485	22,485	22,485	
ATHER FED. FINISC	2.50*	2.50*	2.50*	2.50*	2.5*	2.5*	2.5*	2.5*	
OTHER FED. FUNDS	5,945,384	8,260,245	8,261,457	8,261,457	8,262	8,262	8,262	8,262	
TRUST FUNDS	5.00* 662,072	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*	
IROSI FUNDS	34.00*	4,692,152	665,331	4,694,019	665	4,694 35.0*	665	4,694	
INTERDEPT. TRANSFER	8,001,196	34.00* 8,581,690	35.00* 9,161,575	35.00* 9,161,575	35.0* 9,162	9,162	35.0*	35.0*	
INTERDEFT. TRANSFER	44.00*	44.00*	48.00*	48.00*	48.0*	48.0*	9,162 48.0*	9,162 48.0*	
REVOLVING FUND	23,371,684	33,569,584	33,466,332	33,466,332	33,467	33,467	33,467	33,467	
							· · · · · · · · · · · · · · · · · · ·		
CAPITAL IMPROVEMENT COSTS				i					
PLANS	9,294,000	10,691,000	8,986,000	8,461,000	9,165	8,815	8,970	8,970	
LAND ACQUISITION	5,000	3,000	127,000	327,000	52	2	2	2	
DESIGN	3,548,000	2,671,000	7,576,000	13,856,000	7,351	2,151	901	901	
CONSTRUCTION	15,411,000	20,579,000	56,200,000	81,972,000	77,760	70,147	12,341	12,341	
EQUIPMENT	1,391,000	2,346,000	2,611,000	2,561,000	6,285	410	111	111	

PROGRAM ID:

PROGRAM STRUCTURE NO.

PROGRAM TITLE:

DEPARTMENT OF ACCOUNTING AND GENERAL SER

		IN DOLLARS					IN THOUSANDS				
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15			
TOTAL CAPITAL EXPENDITURES	29,649,000	36,290,000	75,500,000	107,177,000	100,613	81,525	22,325	22,325			
BY MEANS OF FINANCING											
GENERAL FUND G.O. BONDS	6,195,000 23,454,000	2,900,000 33,390,000	8,925,000 66,575,000	5,400,000 101,777,000	21,875 78,738	81,525	22,325	22,325			
TOTAL POSITIONS TOTAL PROGRAM COST	826.50* 162,762,763	830.50* 186,178,287	794.50* 216,561,640	794.50* 252,346,884	795.50* 241,815	795.50* 226.756	795.50* 163.527	795.50* 167,556			
						=========	========	=========			

Department of Accounting and General Services (Capital Improvements Budget)

	<u>FY 2010</u>	FY 2011
Funding Sources:		
General Obligation Bonds	65,000,000	105,597,000
Total Requirements	65,000,000	105,597,000

Highlights of the Executive CIP Budget Request: (general obligation bonds unless noted)

- 1. Provides \$3,365,000 in both FY 10 and FY 11 for Capital Improvements Program Staff Costs to fund cost related to wages and fringes for permanent, projected-funded staff positions.
- 2. Provides \$19,049,000 in FY 10 and \$26,007,000 in FY 11 for Energy Conservation and Sustainable Design Improvement projects for energy savings performance contracting.
- 3. Provides \$14,661,000 in FY 10 and \$11,228,000 in FY 11 for improvement and maintenance of public facilities and sites.
- 4. Provides \$15,000,000 in FY 10 and \$55,597,000 in FY 11 for health and safety projects at the Aloha Stadium.
- 5. Provides \$8,925,000 in FY 10 and \$5,400,000 in FY 11 for critical telecommunications systems for the Information Communications Systems Division.

STATE OF HAWAII

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

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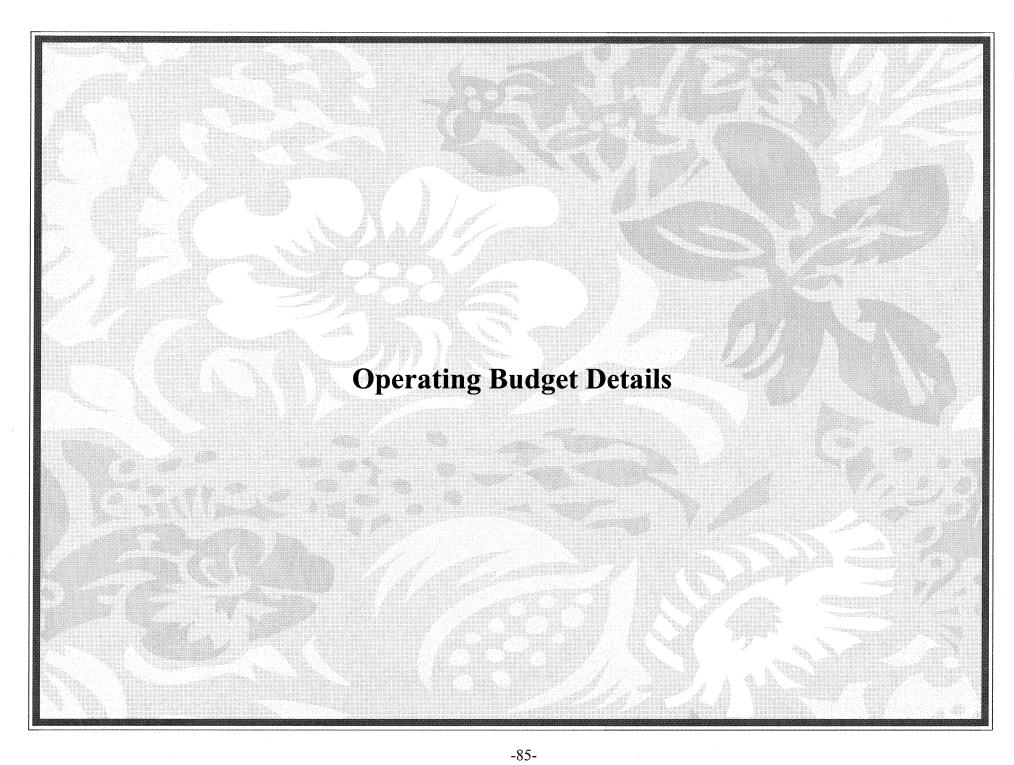
PROGRAM STRUCTURE NO.

PROGRAM TITLE

PROGRAM ID

DEPARTMENT OF ACCOUNTING AND GENERAL SER

PROJECT PRIORITY LOC SCOPE NUMBER NUMBER		PROJECT TITLE			BUDGET PERIOD							
NOIDER NOIDER	COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	SUCCEED YEARS
	PLANS	164,095	74,737	9,495	10,490	8,986	8,461	8,779	8,429	8,564	8,564	17,590
	LAND	21,145	20,621	5	3	127	327	52	. 2	2	2	4
	DESIGN	95,893	52,999	3,869	12,467	6,076	6,276	6,351	2,151	1,901	1,901	1,902
	CONSTRUCTION	969,873	556,536	30,349	22,240	47,200	87,972	85,164	70,147	23,420	25,513	21,332
	EQUIPMENT	29,387	13,339	2,382	1,355	2,611	2,561	6,285	410	111	111	222
	TOTAL	1,280,393	718,232	46,100	46,555	65,000	105,597	106,631	81,139	33,998	36,091	41,050
	GENERAL FUND	 28,435	28,435									
	SPECIAL FUND	21,755	21,755									
	G.O. BONDS	1,198,555	636,394	46,100	46,555	65,000	105,597	106,631	81,139	33,998	36,091	41,050
	REVENUE BONDS	12,000	12,000									
	PRIVATE CONTRI	3,400	3,400									
	REVOLVING FUND	14,248	14,248									
	OTHER FED. FUN	2,000	2,000									



REPORT P61-A

PROGRAM ID:

PROGRAM STRUCTURE NO. 07

PROGRAM TITLE:

FORMAL EDUCATION

		IN DOLLAR	\S		IN THOUSANDS				
PROGRAM EXPENDITURES	FY2007-08	FY2008-09 FY2009-10		FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15	
OPERATING COST	85.00*	85.00*	80.00*	80.00*	80.0*	80.0*	80.0*	80.0*	
PERSONAL SERVICES	3,445,008	3,784,443	3,559,899	3,559,899	3,560	3,560	3,560	3,560	
OTHER CURRENT EXPENSES	1,964,494	1,636,663	1,636,626	1,636,626	1,637	1,637	1,637	1,637	
EQUIPMENT	38,084	54,800	54,800	54,800	54	54	54	54	
TOTAL OPERATING COST	5,447,586	5,475,906	5,251,325	5,251,325	5,251	5,251	5,251	5,251	
BY MEANS OF FINANCING									
DI MEANS OF FINANCING	85.00*	85.00*	80.00*	90.00	00.04	80.0*	00.00	00.0	
GENERAL FUND	4,710,618	4,475,906	4,251,325	80.00* 4,251,325	80.0* 4,251	4,251	80.0*	80.0* 4,251	
							4,251		
INTERDEPT. TRANSFER	736,968	1,000,000	1,000,000	1,000,000	1,000	1,000	1,000	1,000	

PROGRAM ID:

AGS807

PROGRAM STRUCTURE NO. 070102

PROGRAM TITLE:

SCHOOL R&M, NEIGHBOR ISLAND DISTRICTS

		IN DOLLAI	?S		IN THOUSANDS			
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST PERSONAL SERVICES	85.00* 3,445,008	85.00* 3,784,443	80.00* 3,559,899	80.00*	80.0*	80.0*	80.0*	80.0*
OTHER CURRENT EXPENSES	1,964,494	1,636,663	1,636,626	3,559,899	3,560	3,560	3,560	3,560
EQUIPMENT	38,084	54,800	54,800	1,636,626 54,800	1,637 54	1,637 54	1,637 54	1,637
EQUITIENT				94,800	74	J4 	24	54
TOTAL OPERATING COST	5,447,586	5,475,906	5,251,325	5,251,325	5,251	5,251	5,251	5,251
				i				
BY MEANS OF FINANCING				!				
	85.00*	85.00*	80.00*	80.00*	80.0*	80.0*	80.0*	80.0*
GENERAL FUND	4,710,618	4,475,906	4,251,325	4,251,325	4,251	4,251	4,251	4,251
INTERDEPT. TRANSFER	736,968	1,000,000	1,000,000	1,000,000	1,000	1,000	1,000	1,000
TOTAL POSITIONS	85.00*	85.00*	80.00*	80.00*	80.00*	80.00*	80.00*	80.00*
TOTAL PROGRAM COST	5,447,586	5,475,906	5,251,325	5,251,325	5,251	5,251	5,251	5,251
					========			

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:
PROGRAM TITLE:
PROGRAM TITLE:
AGS807
O70102
SCHOOL REPAIR AND MAINTENANCE, NEIGHBOR ISLAND DISTRICTS

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS				0.5	0.5	0.5	0.5	0.5
 % OF WORK ORDERS COMPLETED WITHIN ONE YEAR % EMER REP & MAINT WORK ORDER RESPONSE W/IN 48 HRS 	92 100	85 100	85 100	85 100	85 100	85 100	85 100	85 100
PROGRAM TARGET GROUPS								
 TOTAL NUMBER OF SCHOOL BUILDINGS TOTAL NUMBER OF SCHOOL SITES 	1753 92	1754 92	1754 92	1 754 92	1754 92	1754 92	1754 92	1754 92
PROGRAM ACTIVITIES								
TOTAL NUMBER OF REGULAR WORK ORDERS RECEIVED TOTAL NUMBER OF EMERGENCY WORK ORDERS RECEIVED	11775 926	12000 1000	12000 1000	12000 1000	12000 1000	12000 1000	12000 1000	12000 1000
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)	767	1.000	1.000	1.000	1,000	1,000	1,000	1,000
REVENUE FROM OTHER AGENCIES: ALL OTHER TOTAL PROGRAM REVENUES	767	1,000	1,000	1,000	1,000	1,000	1,000	1,000
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)		•	•					
ALL OTHER FUNDS	767	1,000	1,000	1,000	1,000	1,000	1,000	1,000
TOTAL PROGRAM REVENUES	767	1,000	1,000	1,000	1,000	1,000	1,000	1,000

A. Statement of Program Objective(s)

The program will strive to provide timely, responsive, quality, cost effective, and innovative repair and maintenance services to public schools on the islands of Hawaii, Kauai, Maui, Molokai, and Lanai.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

To meet the budget reductions being imposed on the program, five (5) currently vacant positions are being deleted and reductions are being made to the funding available for other current expenses including materials, supplies, and contracted work. Neighbor island schools' maintenance and the Service Level Agreement (SLA) between the Department of Education (DOE) and the Department of Accounting and General Services (DAGS) will be affected. The program complies with Section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

The program is responsible for providing a safe and conducive learning environment for the public schools on the islands of Hawaii, Kauai, Maui, Molokai, and Lanai by providing administrative, technical and trade related services to the Department of Education (DOE).

D. Statement of Key Policies Pursued

The program will strive to fulfill the terms and objectives of the SLA between the DOE and DAGS.

E. <u>Identification of Important Program Relationships</u>

The effectiveness of this program is dependent upon a sustained and mutually cooperative relationship between the DOE and DAGS.

F. Description of Major External Trends Affecting the Program

Due to the enactment of Act 51, SLH 2004, funding for staff and service maintenance contracts was transferred to the DOE. The current state of the economy requires adjustments to the expenditures to remain fiscally viable.

G. Discussion of Cost, Effectiveness, and Program Size Data

Costs are controlled through price lists and competitive pricing as much as practicable. The use of the internal staff in lieu of private contractors helps to minimize repair costs. The program is measured by the number of school facilities serviced and the number of work orders completed.

H. Discussion of Program Revenue

Not applicable.

I. Summary of Analysis Performed

None.

J. Further Considerations

None.

PROGRAM ID:

PROGRAM STRUCTURE NO. 08

PROGRAM TITLE:

CULTURE AND RECREATION

					!IN THOUSANDS					
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15		
OPERATING COST	65.50*	68.50*	67.50*	67.50*	67.5*	67. <i>5</i> *	67.5*	67.5*		
PERSONAL SERVICES	5,199,321	6,654,368	6,833,837	6,833,837	6,834	6,834	6,834	6,834		
OTHER CURRENT EXPENSES	9,607,772	9,943,032	9,807,132	9,807,132	9,807	9,807	9.807	9,807		
EQUIPMENT	1,371,410	205,477	78,000	3,000	3	3	3	3		
MOTOR VEHICLE	26,310			į						
TOTAL OPERATING COST	16,204,813	16,802,877	16,718,969	16,643,969	16,644	16,644	16,644	16,644		
BY MEANS OF FINANCING										
	10.00*	10.00*	7.50*	7.50*	7.5*	7.5*	7.5*	7.5*		
GENERAL FUND	3,101,409	2,167,469	1,803,701	1,803,701	1,804	1,804	1,804	1,804		
	53.50*	56.50*	58.00*	58.00*	58.0*	58.0*	58.0*	58.0*		
SPECIAL FUND	11,912,202	13,223,849	13,502,525	13,427,525	13,427	13,427	13,427	13,427		
ta di <u>La Cara de Caraño</u> r de Carañor de Car	2.00*	2.00*	2.00*	2.00*	2.0*	2.0*	2.0*	2.0*		
OTHER FED. FUNDS	566,202	786,559	787,743	787,743	788	788	788	788		
INTERDEPT. TRANSFER	625,000	625,000	625,000	625,000	625	625	625	625		
CAPITAL IMPROVEMENT COSTS										
PLANS		1,870,000	100,000	100,000	100	100				
DESIGN	550,000	1,250,000	5,400,000	11,580,000	5,100	1,000				
CONSTRUCTION	169,000	9,800,000	20,000,000	45,497,000	45,069	54,759				
TOTAL CAPITAL EXPENDITURES	719,000	12,920,000	25,500,000	57,177,000	50,269	55,859	=======================================			
BY MEANS OF FINANCING										
G.O. BONDS	719,000	12,920,000	25,500,000	57,177,000	50,269	55,859				
TOTAL POSITIONS	65.50*	68.50*	67.50*	67.50*	67.50*	67.50*	67.50*	67.50*		
TOTAL PROGRAM COST	16,923,813	29,722,877	42,218,969	73,820,969	66,913	72,503	16,644	16,644		

PROGRAM ID:

AGS881

PROGRAM STRUCTURE NO. 080103

PROGRAM TITLE:

STATE FOUNDATION ON CULTURE AND THE ARTS

		IN DOLLAF	₹S	IN THOUSANDS				
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	26.00*	29.00*	28.00*	28.00*	28.0*	28.0*	28.0*	28.0
PERSONAL SERVICES	1,462,513	1,917,472	1,892,482	1,892,482	1,892	1,892	1,892	1,892
OTHER CURRENT EXPENSES	6,460,918	5,924,531	5,788,631	5,788,631	5,789	5,789	5,789	5,789
EQUIPMENT	33,433	205,477	3,000	3,000	3	3	3	3
MOTOR VEHICLE	26,310			i i				
TOTAL OPERATING COST	7,983,174	8,047,480	7,684,113	7,684,113	7,684	7,684	7,684	7,684
BY MEANS OF FINANCING								
	10.00*	10.00*	7.50*	7.50*¦	7.5*	7.5*	7.5*	7.5*
GENERAL FUND	3,061,027	2,116,142	1,762,169	1,762,169	1,762	1,762	1,762	1,762
	14.00*	17.00*	18.50*	18.50*	18.5*	18.5*	18.5*	18.5
SPECIAL FUND	3,730,945	4,519,779	4,509,201	4,509,201	4,509	4,509	4,509	4,509
	2.00*	2.00*	2.00*	2.00*	2.0*	2.0*	2.0*	2.0*
OTHER FED. FUNDS	566,202	786,559	787,743	787,743	788	788	788	788
INTERDEPT. TRANSFER	625,000	625,000	625,000	625,000	625	625	625	625
TOTAL POSITIONS	26.00*	29.00*	28.00*	28.00*	28.00*	28.00*	28.00*	28.00*
TOTAL PROGRAM COST	7,983,174	8,047,480	7,684,113	7,684,113	7.684	7,684	7.684	7,684

STATE OF HAWAII

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:
PROGRAM TITLE:
AGS881
080103
STATE FOUNDATION ON CULTURE AND THE ARTS

		FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEAS	SURES OF EFFECTIVENESS	2001.00							
1. N 2. N 3. FI 4. N 5. N	IUMBER OF GRANTS AWARDED IO. PERS IMPACTED BY SFCA BIENNIUM GRANTS PROGRAM EDERAL FUNDS OBTAINED AS % OF PROG FUNDS IUMBER OF PROJ BENEFIT NI, RUR & UNSRV RES IUMBER OF VISITORS TO HAWAII STATE ART MUSEUM IUMBER OF COMMISSIONS & RWA PLACED IN STATE BLDGS	109 1.5 17 80 25333 3266	100 1.5 20 80 30000 3300	100 1.5 20 50 35000 3000	100 1.5 20 50 40000 3000	100 1.5 20 50 40000 3000	100 1.5 20 50 40000 3000	100 1.5 20 50 40000 3000	100 1.5 20 50 4000 3000
PROG	SRAM TARGET GROUPS								
2. R 3. S 4. C 5. IN	RESIDENT POPULATION OF HAWAII (THOUSANDS) FUR & UNSRV POP OF HAWAII (THOUSANDS) FUR CHOOL POPULATION OF HAWAII (THOUSANDS) FULTURAL AND ARTS ORGANIZATIONS FULTURAL AND ARTS ORGANIZATIONS FUSITIONS TO HAWAII (THOUSANDS)	1200 150 210 300 12000 6500	1200 150 210 300 12000 6500	1000 150 200 300 12000 3000	1000 150 200 300 12000 3000	1000 150 200 300 12000 3000	1000 150 200 300 12000 3000	1000 150 200 300 12000 3000	1000 150 200 300 12000 3000
PROG	GRAM ACTIVITIES								
1. A 2. C 3. F 4. H 5. LI 6. IN 7. P 8. V 9. A	RTS IN EDUCATION (NO. OF PROJECTS FUNDED) COMMUNITY ARTS (NO. OF PROJECTS FUNDED) OLK ARTS/ETHNIC HERITAGE (NO. OF PROJECTS FUNDED) ISTORY AND HUMANITIES (NO. OF PROJECTS FUNDED) ITERARY AND MEDIA ARTS (NO. OF PROJECTS FUNDED) NDIVIDUAL ARTISTS FELLOWSHIPS AWARDED PERFORMG & PRESENTG/TOURNG ARTS (# PROJ FUNDED) ISUAL ARTS (NO. OF PROJECTS FUNDED) RT IN PUBLIC PLACES (# OF NEW ARTWORKS ACQUIRED) OLK ARTS APPRENTICESHIPS AWARDED	35 23 20 13 2 4 60 10 74 9	40 21 20 8 2 4 55 10 100	40 20 20 10 2 4 50 10 100	40 20 20 10 2 4 50 10 100	40 20 20 10 2 4 50 10 100	40 20 20 10 2 4 50 10 100 0	40 20 20 10 2 4 50 10 100 0	40 20 20 10 2 4 50 10 100 0
PROG	GRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)								
REVE REVE	NUES FROM THE USE OF MONEY AND PROPERTY NUE FROM OTHER AGENCIES: FEDERAL RGES FOR CURRENT SERVICES	471 1,324	315 1,125	315 1,125	315 1,125	315 1,125	315 1,125	315 1,125	315 1,125
	REVENUE RECEIPTS	3,803	3,000	3,000	3,000	3,000	3,000	3,000	3,000
T	OTAL PROGRAM REVENUES	5,604	4,441	4,441	4,441	4,441	4,441	4,441	4,441
PROC	GRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)								
SPEC	IAL FUNDS	4,952 652	3,791 650	3,791	3,791 650	3,791 650	3,791 650	3,791 650	3,791 650
	OTHER FUNDS OTAL PROGRAM REVENUES	5,604	4.441	650 4,441	4,441	4,441	4.441	4.441	4,441

A. Statement of Program Objectives

The objective of the State Foundation on Culture and the Arts (SFCA) is to promote, perpetuate and encourage culture and the arts, history and the humanities as central to the quality of life of the people of Hawaii.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The SFCA requested three positions to be converted from general to one-half general and one-half special fund status. The three positions are Executive Director, Administrative Services Assistant and Secretary. The SFCA has also requested to eliminate the vacant Arts Program Specialist position that administers the cultural preservation efforts in Folk Arts.

The SFCA also reduced \$300,943 in general funds from the community grants for the Biennium Grants Program, matching funds for federally funded projects, funds transferred from the Department of Education in support of the Artists in the Schools Program, and other initiatives in arts, culture and humanities.

C. Description of Activities Performed

Activities performed include maintaining the Art in Public Places Collection, operating the Hawaii State Art Museum, purchase and display of visual art, administering the Biennium Grants Program that provides statewide community funding for arts programming, and conducting programs and initiatives in cultural preservation, arts education, heritage, and community development.

D. Statement of Key Policies Pursued

Programs in grants and cultural preservation are mandated through Chapter 9, HRS for arts and cultural programming and Chapter 103-8.5, HRS to develop and maintain the Art in Public Places Collection for the State. The Hawaii State Art Museum (HiSAM) was added to Chapter 103-8.5 in FY 2004. The programs support 12 tenets of the State Plan through contributing to a desired physical environment, a viable economy, quality education and cultural enrichment.

The SFCA efforts in Arts Education centers on administering implementation of the legislatively mandated ARTS FIRST Partnership and its strategic plan to integrate the arts into the public school curriculum. This work includes partnerships with numerous educational organizations throughout the state and nationally.

E. Identification of Important Program Relationships

The SFCA maintains important relationships with the National Endowment for the Arts, its federal funding resource, and many agencies, notably the Department of Education, Department of Human Services, Department of Business, Economic Development and Tourism, and the Hawaii Tourism Authority. Strong community partnerships include the Hawaii Community Foundation, the Hawaii Arts Alliance and other community organizations.

F. Description of Major External Trends Affecting the Program

The State is undergoing a severe economic downtown, which has prompted the imposed restrictions to the SFCA's general fund allocation.

G. Discussion of Cost Effectiveness and Program Size Data

The SFCA maintains a highly productive program that is dedicated to being responsive to public demands and public needs. It must sustain its current staffing and sources of funding in order to sustain its viability.

H. Discussion of Program Revenue

The SFCA is in the initial stages of generating more revenue to sustain and grow programs. The Artists in the Schools Program and the Friends of the Hawaii State Art Museum have both generated income in the past year. They are however, very new to securing additional funds. If the SFCA is expected to pursue an active course in fundraising, its must reorganize and maintain all of its current staffing in order to perform this task.

I. Summary of Analysis Performed

The SFCA Biennium Grants Program, established in 1965 is supported with funds from the State, National Endowment for the Arts, and the Temporary Assistance for Needy Families grant from the Department of Human Services. The agency's Biennium Grants Program assists organizations statewide in the areas of Arts Education, Community Arts, Heritage and Preservation and Presentation (Performing Arts). During FY 2009, the SFCA awarded \$1.6 million to 100 organizations in Hawaii and implemented statewide community and educational programs. The total audience reached through events and projects receiving SFCA support is expected to exceed 1.5 million people. Core programs in the traditional arts, arts in underserved communities, and at least seven programs in ARTS FIRST (notably the model Artists in the Schools Program established some 40 years ago) for arts education may be facing reductions.

The elimination of the vacant arts program specialist position in cultural preservation administers the agency's most established programs. The program provides substantial work in perpetuating and documenting Hawaii's traditional arts. The program also administers a highly commended apprenticeship awards program through which master artists transmit their knowledge in a year of intense study with a select apprentice. The position is essential for the SFCA to keep fulfilling its mandate in cultural preservation.

J. Further Considerations

While the Friends of HiSAM may provide some support for future growth, it is a new operation, one that also must rely on strong State support for the Art in Public Places Program, the Hawaii State Art Museum, and the State Foundation as a fully integrated and financially solid entity.

REPORT P61-A

PROGRAM ID:

AGS818

PROGRAM STRUCTURE NO. 080104

PROGRAM TITLE:

KING KAMEHAMEHA CELEBRATION COMMISSION

		IN DOLLAR		•				
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST PERSONAL SERVICES	* 40,382	* 51,327	* 41,532	* 41,532	* 42	* 42	* 42	* 42
TOTAL OPERATING COST	40,382	51,327	41,532	41,532	42	42	42	42
BY MEANS OF FINANCING				1				
GENERAL FUND	* 40,382	51,327	* 41,532	41,532	* 42	* 42	* 42	* 42
TOTAL POSITIONS	*	*	*	*	*	*	*	*
TOTAL PROGRAM COST	40,382 	51,327 =	41,532 	41,532	42 ======	42 	42	42

STATE OF HAWAII

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:

AGS818
080104
KING KAMEHAMEHA CELEBRATION COMMISSION

	FY	FY	FY	FY	FY	FY	FY	FY
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. ATTENDANCE AT SPONSORED ACTIVITIES (1000'S) 2. NO. OF ACTIVE PARTICIPANTS' SPONSORED ACTIVITIES	148	150	150	150	150	150	150	150
	8000	8000	8000	8000	8000	8000	8000	8000
PROGRAM TARGET GROUPS 1. RESIDENTS AND VISITORS (THOUSANDS)	1385	1395	1395	1395	1395	1395	1395	1395
PROGRAM ACTIVITIES 1. APPROPRIATIONS (\$ THOUSANDS)	40	42	38	38	38	38	38	38
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) REVENUES FROM THE USE OF MONEY AND PROPERTY NON-REVENUE RECEIPTS TOTAL PROGRAM REVENUES	4	4	4	4	4	4	4	4
	80	90	110	110	120	120	120	120
	84	94	114	114	124	124	124	124
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) ALL OTHER FUNDS TOTAL PROGRAM REVENUES	<u>84</u>	94	114	114	124	124	124	124
	84	94	114	114	124	124	124	124

A. Statement of Program Objectives

To enrich the leisure time of people of all ages by presenting the traditional arts, crafts, skills, customs and lores of the various ethnic groups in Hawaii.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The program is deleting a vacant temporary part-time Clerk Typist position and \$11,868 as required as part of the departmental reduction in budgeted expenditures. The program complies with Section 37-68(1)(A)(B).

C. Description of Activities Performed

Statewide celebration events are directed to the promotion and staging of cultural, social and recreational activities stemming from the Hawaiian ethnic group and based on a theme designed to commemorate King Kamehameha I. On O'ahu, they have included displays of arts and crafts, parades, canoe races, athletic events, Hula and Chant Competition, band concert, statue decoration and a cultural pageant. On a more limited basis, similar events are conducted on the neighbor islands.

D. Statement of Key Policies Pursued

An appointive King Kamehameha Celebration Commission is responsible for planning, coordination and supervision of staffing annual activities associated with the Celebration. This Commission is placed within the Department of Accounting and General Services for administrative. In support of Part I, Section 226-25, Hawaii State Plan, HRS, the program activities promote and support cultural values, customs and arts that enrich the lifestyles of Hawaii's people.

E. Identification of Important Program Relationships

Cooperative-working relationships are maintained with public groups and similar interest. Liaison is maintained with Hawaiian Civic Clubs. However, organization and program emphasis of the respective groups are distinct.

F. Description of Major External Trends Affecting the Program

The quantity and quality of program activities dependent on the funding, volunteer participation well as support of the community.

G. Discussion of Cost, Effectiveness, and Program Size Data

The request for additional funding in the future, will ensure adequate resources are available to continue the annual statewide celebration.

H. Discussion of Program Revenue

Program revenues come from donations from individuals and commercial organizations.

I. Summary of Analysis Performed

In-depth program analysis has not been performed.

J. Further Considerations

None.

PROGRAM ID:

AGS889

PROGRAM STRUCTURE NO. 080205

PROGRAM TITLE:

SPECTATOR EVENTS & SHOWS - ALOHA STADIUM

39.50* 39. 3,000 100,00	-10 FY2010	11 FY2011-12	4,900 4,018 	FY2013-14 39.5* 4,900 4,018 8,918	39.5* 4,900 4,018
39.50* 39. 3,000 100,00	4,899,8 501 4,018,5 500	23 4,900 01 4,018 	4,900 4,018 	4,900 4,018 8,918 	4,900 4,018 8,918
3,501 4,018,5 75,0 4,070 8,993,3 	501 4,018,5 000	50* 39.5* 8,918 8,918 8,918	4,018 	4,018 8,918 	4,018 8,918
3,501 4,018,5 75,0 4,070 8,993,3 39.50* 39. 4,070 8,993,3	501 4,018,5 000	50* 39.5* 8,918 39.5* 8,918	8,918 	8,918 3	4,018 8,918
75,0 4,070 8,993,3 	000 	50* 39.5* 8,918 39.5* 8,918	8,918 	8,918 3	8,918
39.50* 39. 4,070 8,993,3	 50* 39. 224 8,918,3	50* 39.5* 24 8,918	39.5* 8,918	39.5*	39.5*
39.50* 39. 4,070 8,993,3	.50* 39. 124 8,918,3	50* 39.5* 24 8,918	39.5* 8,918	39.5*	39.5*
8,993,3 0,000 100,0	8,918,3	8,918	8,918		
8,993,3 0,000 100,0	8,918,3	8,918	8,918		
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0,000 20,000,0	45,497,0	00 45,069	54,759 		
25,500,0	57,177,0		55,859		
		i			
25,500,0	00 57,177,0	00 50,269	55,859		
90 <i>5</i> 0+ 30	50* 39.	50* 39.50*	39.50*	39.50*	39.50*
ファ。ン∪ ™ 37。	24 66 005 3		64 777	0 010	8,918
	39.50* 39.	39.50* 39.50* 39.	39.50* 39.50* 39.50* 39.50*	39.50* 39.50* 39.50* 39.50*	

PERFORMANCE MEASURES AND PROGRAM REVENUES

STATE OF HAWAII

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:
PROGRAM TITLE:
PROGRAM TITLE:

AGS889
080205
SPECTATOR EVENTS AND SHOWS - ALOHA STADIUM

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS								
1. EVENT DAYS AS % OF TOTAL DAYS FACILITIES AVAILABLE 2. REVENUE RECEIVED AS % OF TOTAL OPERATING REQ. 3. NO. OF EVENTS EXCEEDING 75% SEATING CAPACITY 4. AVERAGE ATTENDANCE AS % OF 50,000 SEATING CAPACITY 5. % OF REVENUE RECEIVED FROM PUBLIC SPONSORED EVENTS 6. % OF REVENUE RECEIVED FROM PRIV. SPONSORED EVENTS	57 100 5 26 87 13	54 100 2 15 84 16	56 100 2 20 86 14	56 100 2 20 86 14	56 100 2 20 86 14	56 100 2 20 86 14	56 100 2 20 86 14	56 100 2 20 86 14
PROGRAM TARGET GROUPS 1. RESIDENT POPULATION, OAHU (THOUSANDS)	905	905	905	905	905	905	905	905
PROGRAM ACTIVITIES								
NO. OF SPORTS EVENT DATES NO. OF CULTURAL AND OTHER EVENT AND SHOW DATES	37 244	41 202	37 200	37 200	37 200	37 200	37 200	37 200
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)								
REVENUES FROM THE USE OF MONEY AND PROPERTY CHARGES FOR CURRENT SERVICES	367 9,118	300 9.237	300 9.237	300 8,987	300 8.986	300 8,986	300 8,986	300 8,986
TOTAL PROGRAM REVENUES	9,485	9,537	9,537	9,287	9,286	9,286	9,286	9,286
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)								
SPECIAL FUNDS	9,485	9,537	9,537	9,287	9,286	9,286	9,286	9,286
TOTAL PROGRAM REVENUES	9,485	9,537	9,537	9,287	9,286	9,286	9,286	9,286

A. Statement of Program Objective

To provide people of all ages with the opportunity to enrich their lives through attendance at spectator events and shows.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

Program budget request for FY10 and FY11 provides for mandated fringe benefit increases as prescribed by the Department of Budget and Finance. It also includes requests to increase the budget ceiling to provide pay increases to part-time intermittent workers at Aloha Stadium during both years of the biennium and to purchase an artificial turf conditioning machine in FY10.

The Program complies with Section 37-68(1)(A)(B), Hawaii Revised Statutes (HRS).

C. <u>Description of Activities Performed</u>

- Conduct an ongoing promotional program to enhance and expand utilization of the facility.
- Provide ticket-selling services.
- Direct, control, and coordinate support activities relating to all events and shows.
- Provide public safety and security.
- Repair, maintain, and construct improvements to stadium and related facilities.

• Provide parking and maintain traffic controls within stadium premises.

D. Statement of Key Policies Pursued

The key policies pursued by this program are to: (1) expend all efforts toward attracting additional and a wide variety of events and shows; (2) improve the economy and efficiency of stadium operations; and (3) maintain existing facilities and construct new improvements for the convenience and safety of the viewing public. These key policies support Section 226-23, HRS which specifies that it shall be the policy of this State to: (1) "Provide a wide range of activities and facilities to fulfill the recreation needs of all diverse and special groups"; and (2) "Enhance the enjoyment of recreational experiences through safety measures, educational opportunities, and improved facility design and maintenance."

E. <u>Identification of Important Program Relationships</u>

This State-supported program has a significant relationship with the University of Hawaii, which utilizes the stadium facilities. In setting the priorities for the scheduling of events during the fall, first preference is given to the University of Hawaii football games. On September 18, 2006, the Rules of the Stadium Authority were amended to allow University of Hawaii to utilize the facility rentfree.

Preferred treatment is also accorded high school functions since high schools depend heavily on football revenues to support other sports programs. To support the high schools and lower grade level schools and to increase participation and utilization of the stadium facilities, the Stadium Authority adopted rules that do not charge rent for these events.

F. <u>Description of Major External Trends Affecting the Program</u>

Major external trends affecting the program include the growth rate of the resident population and visitors, especially groups accompanying visiting teams; and the condition of Hawaii's economy and its effect on discretionary "entertainment dollars."

The expansion of local sports programs, the introduction of major professional sports into Hawaii, and the increased promotion of new attractions will have a significant impact on revenues and attendance at the stadium.

G. <u>Discussion of Cost, Effectiveness and Program Size Data</u>

Cost - The anticipated costs is \$17,687,970. This figure only addresses primary requisites of personnel, routine repair and maintenance supplies, utilities, and other costs normally associated with the operation of Aloha Stadium. It does not reflect expenditures of an emergency or extraordinary nature such as corrosion control, renovations to the parking lot, and the replacement of seats.

Effectiveness - Aloha Stadium has been operating without General Fund support since 1985. Revenue for FB 2010-2011 is expected to be sufficient to cover the operating costs for the biennium period.

Program Size - Aloha Stadium hosted 291 events during fiscal year 2008 and remains as one of the most widely utilized stadiums in the United States.

H. <u>Discussion of Program Revenue</u>

Revenues for this program are derived from:

Rental of stadium facilities;

- Rental from food and beverage concessionaire;
- Income received from operation of the parking facility;
- Income from the sale of scoreboard advertising panels; and
- Fees collected from swap meets.

Revenue estimates are based on the number of attractions anticipated during each fiscal year. Rental rates are prescribed by the Rules of the Stadium Authority. Rental from the food and beverage concessionaire is based on 48.5% of monthly gross receipts as defined by the agreement dated December 22, 2000. Estimated monthly gross receipts from the food and beverage concessions are based on per capita sales. Per capita sales are the gross receipts collected by the food and beverage concessionaire divided by the attendance for the event. Estimated parking income is based on projected attendance for each event. Estimated advertising income is based on current contracts. Swap meet fees include the stadium's 81.05% share of stall rentals and buyer admission fees collected.

I. Summary of Analysis Performed

None.

J. Further Considerations

In order to maintain the Aloha Stadium as a competitive, large capacity facility for national and international spectator events, it will be necessary to address key renovation issues.

PROGRAM ID:

PROGRAM STRUCTURE NO. 11

PROGRAM TITLE:

GOVERNMENT-WIDE SUPPORT

		IN DOLL	\RS			IN THOUS	ANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
CURRENT LEASE PAYMENTS OTHER CURRENT EXPENSES	6,839,900	6,839,900	6,839,900	6,839,900	6,840	6,840	6,840	6,840
TOTAL CURRENT LEASE PAYMENTS C	6,839,900	6,839,900	6,839,900	6,839,900	6,840	6,840	6,840	6,840
							========	
BY MEANS OF FINANCING GENERAL FUND	4,739,600	4,739,600	4,739,600	4,739,600	4,740	4,740	4,740	4,740
INTERDEPT. TRANSFER	2,100,300	2,100,300	2,100,300	2,100,300	2,100	2,100	2,100	2,100
OPERATING COST PERSONAL SERVICES	676.00* 31,595,880	677.00* 35,707,372	647.00* 35,861,672	647.00* 36,016,228	648.0* 36,040	648.0* 36,040	648.0* 36,040	648.0* 36,040
OTHER CURRENT EXPENSES	67,549,950	82,326,542	73,676,618	77,705,306	73,711	77,740	73,711	77,740
EQUIPMENT	3,196,905	381,290	358,756	358,756	361	361	361	361
MOTOR VEHICLE	2,278,729	2,354,400	2,354,400	2,354,400	2,355	2,355	2,355	2,355
TOTAL OPERATING COST	104,621,464	120,769,604	112,251,446	116,434,690	112,467	116,496	112,467	116,496
							*	
BY MEANS OF FINANCING	592.50*	593.50*	558.50*	558.50*	559.5*	559.5*	559.5*	559.5*
GENERAL FUND	64,327,240	59,018,748	54,050,750	54,205,306	54,266	54,266	54,266	54,266
SPECIAL FUND	4,242,058	9,058,744	9,058,744	9,058,744	9,058	9,058	9,058	9,058
	.50*	.50*	.50*	.50*	.5*	.5*	.5*	.5*
OTHER FED. FUNDS	5,379,182	7,473,686	7,473,714	7,473,714	7,474	7,474	7,474	7,474
	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
TRUST FUNDS	662,072	4,692,152	665,331	4,694,019	665	4,694	665	4,694
INTERDEPT. TRANSFER	34.00*	34.00*	35.00*	35.00*	35.0*	35.0*	35.0*	35.0*
INTERDEPT. TRANSFER	6,639,228 44.00*	6,956,690 44.00*	7,536,575 48.00*	7,536,575 48.00*	7,537 48.0*	7,537 48.0*	7,537 48.0*	7,537 48.0*
REVOLVING FUND	23,371,684	33,569,584	33,466,332	33,466,332	33,467	33,467	33,467	33,467
CAPITAL IMPROVEMENT COSTS								
PLANS	9,294,000	8,821,000	8,886,000	8,361,000	9,065	8,715	8,970	8,970
LAND ACQUISITION	5,000	3,000	127,000	327,000	52	2	2	2
DESIGN	2,998,000	1,421,000	2,176,000	2,276,000	2,251	1,151	901	901
CONSTRUCTION	15,242,000	10,779,000	36,200,000	36,475,000	32,691	15,388	12,341	12,341
EQUIPMENT	1,391,000	2,346,000	2,611,000	2,561,000	6,285	410	111	111

REPORT P61-A

PROGRAM ID:

PROGRAM STRUCTURE NO. 11

PROGRAM TITLE:

GOVERNMENT-WIDE SUPPORT

		IN DOLL/	\RS	<u> </u> -		IN THOU	JSANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
TOTAL CAPITAL EXPENDITURES	28,930,000	23,370,000	50,000,000	50,000,000	50,344	25,666	22,325	22,325
				:				
BY MEANS OF FINANCING								
GENERAL FUND	6,195,000	2,900,000	8,925,000	5,400,000	21,875			
G.O. BONDS	22,735,000	20,470,000	41,075,000	44,600,000	28,469	25,666	22,325	22,325
TOTAL POSITIONS	676.00*	677.00*	647.00*	647.00*	648.00*	648.00*	648.00*	648.00*
TOTAL PROGRAM COST	140,391,364	150,979,504	169,091,346	173,274,590	169,651	149,002	141,632	145,661
					=========		========	=========

PROGRAM ID:

AGS871

PROGRAM STRUCTURE NO. 11010401

PROGRAM TITLE:

CAMPAIGN SPENDING COMMISSION

						IN THOUSANDS					
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15			
OPERATING COST	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*			
PERSONAL SERVICES	549,052	615,301	617,168	617,168	617	617	617	617			
OTHER CURRENT EXPENSES EQUIPMENT	112,694 326	4,056,851 20,000	48,163	4,076,851	48	4,077	48	4,077			
EQUIPMENT	320										
TOTAL OPERATING COST	662,072	4,692,152	665,331	4,694,019	665	4,694	665	4,694			
				i							
BY MEANS OF FINANCING				1							
	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*			
TRUST FUNDS	662,072	4,692,152	665,331	4,694,019	665	4,694	665	4,694			
TOTAL POSITIONS	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*			
TOTAL PROGRAM COST	662,072	4,692,152	665,331	4,694,019	665	4,694	665	4,694			

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:

AGS871
11010401
CAMPAIGN SPENDING COMMISSION

	FY	FY	FY	FY	FY	FY	FY	FY
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. WORK PRODUCT ALIGNED W/5-YEAR STRATEGIC PLAN 2. 85% DISCLOSURE RPT SUBMIT BY CAND & NONCAND COMM 3. # OF DISCLOSURE REPORTS REVIEWED 4. EDUCATE CAND & NONCAND COMM RE CAMPAIGN LAWS 5. INVESTIGATIONS CONDUCTED ON POTENTIAL VIOLATIONS 6. ENFORCEMENT ACTION TAKEN 7. PUBLIC FINANCING PROVIDED 8. WEB-BASED FILING SYSTEMS IN PLACE	80 932 504 5946 9 5 2074	85 4000 3600 10000 10 7 200000	100 1200 1080 2000 20 15 20000	100 4000 3600 10000 10 7 42900 2	0 1200 1080 2000 20 15 20000 2	0 4000 3600 10000 10 7 300000 2	0 1200 1080 2000 20 15 20000	4000 3600 10000 10 10 7 300000
PROGRAM TARGET GROUPS 1. CANDIDATES 2. ELECTED OFFICIALS 3. VOTERS AND POTENTIAL VOTERS	269	500	300	500	300	500	300	500
	109	150	150	150	150	150	150	150
	0	691356	0	300000	0	300000	0	300000
PROGRAM ACTIVITIES 1. DEVELOPMENT OF A 5-YEAR STRATEGIC PLAN 2. # OF REPORTS FILED, & REVIEWED 3. # OF WEBSITE "HITS" 4. # CAND & NONCAND COMM CLASSES & PRESENTATIONS 5. # OF ADVISORY OPINIONS RENDERED 6. # OF CONCILIATION AGREEMENTS 7. # OF FINES IMPOSED 8. # OF \$2 HAWAII INCOME TAX CHECK-OFFS 9. COMPLETION OF NONCAND & CAND WEB-BASED FILING SYS 10. # INDIVIDUALS TRAINED IN WEB-BASED FILING SYSTEMS	1 932 272183 13 2 4 188 95775 1	4000 200000 30 5 10 500 130000 0 400	0 1500 50000 30 10 15 100 85000 0 200	0 4000 200000 30 5 10 500 75000 0 400	1 1500 50000 30 10 15 100 140000 0 200	0 4000 200000 30 5 10 500 140000 0 400	1 1500 50000 30 10 15 100 140000 0 200	0 4000 200000 30 5 10 500 140000 0 400
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) TAXES REVENUES FROM THE USE OF MONEY AND PROPERTY FINES, FORFEITS AND PENALTIES NON-REVENUE RECEIPTS TOTAL PROGRAM REVENUES	200 175 50 10 435	200 238 5 443	200 219 1 420	200 200 10 410	200 125 10 335	200 125 10 335	200 125 10 335	200 125 10 335
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) ALL OTHER FUNDS TOTAL PROGRAM REVENUES	435	443	420	410	335	335	335	335
	435	443	420	410	335	335	335	335

A. Statement of Program Objective

To insure full disclosure of contributions and expenditures by all candidates, parties and committees; conduct investigations and administrative hearings; administer public funding; and the Hawaii Election Campaign trust fund.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

Unfunded mandate by the 2008 legislature to create a full public funding program for Hawaii County Council elections with a cap of \$300,000 per election for the next three elections. Revenue from the state income tax check-off continues its 10-15 year steady decline. The program complies with section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

- Develop and adopt reporting forms required by this subpart.
- Develop and publish manuals for all candidates and committees to provide guidance on the requirements of the law.
- Serve as a repository for all state, and county candidate and committee spending reports.
- Review all candidate committee and noncandidate committee reports for compliance with laws and rules.
- Permit the inspection, copying, or duplicating of any report required by the law and not exempted by HRS 92F-13.
- Insure timely reporting of all reports and assess monetary fines.
- Hold public hearings.
- Investigate and hold hearings to receive evidence of any violations.

- Negotiate and draft conciliation agreements.
- Establish rules pursuant to chapter 91.
- Request initiation of prosecution for violations of subpart.
- Administer, monitor, and audit the distribution of public funds.
- Research, draft, and issue advisory opinions.
- Provide guidance for the public, candidates, and committees by phone and mail.
- Conduct and maintain all the state requirements for employment, budget, contracts, inventory and other office functions.
- Conduct random audits and field investigations.
- File for injunctive relief and other court related actions necessary in judicial environment.

D. Statement of Key Policies Pursued

The Commission is dedicated to the integrity and transparency of the campaign finance process, through education, prevention, and enforcement and provides partial and full public funding.

E. <u>Identification of Important Program Relationships</u>

The office works with the County Clerks offices, State elections Office, Federal Elections Commission, State and Counties agencies, U.S. Attorneys Office, Ethics Commission, Legislature, media organizations, and the Office of the Governor.

F. Description of Major External Trends Affecting the Program

- 1. Transparency in elections must continue to expand, to empower voters with information, so they know can be informed voters.
- Campaigns, on average, are costing more and more each election year.
 This gives the large contributors a louder voice and potential easier access to legislators. We must continue to re-evaluate and incrementally grow our partial public financing program as funding permits, so that any person that qualifies, may run a competitive race for office.
- 3. The demand for instant and comprehensive information drives our need to stay on the cutting edge of technological development. As more jurisdictions develop software that can analyze data in multiple formats and searches, we must adopt best practices.

G. Discussion of Cost Effectiveness and Program Size Data

In order to become more efficient and effective, much greater use of computers and development of software is being achieved to insure timely and accurate data is available to the public. Candidates and committees input all required contribution and spending information on any computer with internet access anywhere in the world. The public, including the Commission may download the data for storage, review and analysis. The growth in the number of noncandidate committees participating in elections has increased and the law has been amended to require electronic filing.

Incrementally increase partial public financing to increase the number of candidates using public financing.

Candidate and noncandidate committee classes should continue to be filmed and placed on the CSC website for access by all 24/7.

One or two additional positions may be needed to create, develop, execute, audit and investigate the Hawaii County Council full public funding program.

H. Discussion of Program Revenue

Revenue is generated through the \$3 check-off on the Hawaii State Income Tax form for the Hawaii election campaign fund, interest on the Hawaii Election Campaign Fund balance, and the escheat of excess or false name contributions. Revenue is deposited into the Hawaii Election Campaign Fund.

I. Summary of Analysis Performed

Contribution and expenditure data will be analyzed after all information has been filed.

J. Further Considerations

Development of a new full public funding program for Hawaii County Council will involve additional staff costs and time.

PROGRAM ID:

AGS879

PROGRAM STRUCTURE NO. 11010402

PROGRAM TITLE:

OFFICE OF ELECTIONS

		IN THOUSANDS						
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	18.00*	18.00*	18.00*	18.00*	18.0*	18.0*	18.0*	18.0*
PERSONAL SERVICES	711,179	2,159,055	2,004,527	2,159,083	2,159	2,159	2,159	2,159
OTHER CURRENT EXPENSES	7,061,376	8,048,012	8,048,012	8,048,012	8,048	8,048	8,048	8,048
EQUIPMENT	131,281			1				
MOTOR VEHICLE	28,876							
TOTAL OPERATING COST	7,932,712	10,207,067	10,052,539	10,207,095	10,207	10,207	10,207	10,207
				i		**************************************		
BY MEANS OF FINANCING				1				
	17.50*	17.50*	17.50*	17.50*	17.5*	17.5*	17. 5 *	17. <i>5</i> *
GENERAL FUND	2,553,530	2,733,381	2,578,825	2,733,381	2,733	2,733	2,733	2,733
	.50*	.50*	.50*	.50*	.5*	.5*	.5*	.5*
OTHER FED. FUNDS	5,379,182	7,473,686	7,473,714	7,473,714	7,474	7,474	7,474	7,474
TOTAL POSITIONS	18.00*	18.00*	18.00*	18.00*	18.00*	18.00*	18.00*	18.00*
TOTAL PROGRAM COST	7,932,712	10,207,067	10,052,539	10,207,095	10,207	10,207	10,207	10,207

STATE OF HAWAII

REPORT P62

PROGRAM ID: PROGRAM STRUCTURE: PROGRAM TITLE: AGS879 11010402 OFFICE OF ELECTIONS

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS								
 # ELIG PERSONS REGIS AS % TOTAL ELIG TO VOTE # REG VOTERS WHO VOTE AS % OF REGISTERED VOTERS % OF MANUAL AUDIT PRECNTS MATCH COMP GEN RESULTS % POLL BOOK AUDIT PRECNTS MATCH COMP GEN RESULTS # COMPLAINTS & CHALLENGES TO ELECTION SYSTEM # COMPLAINTS FILED & RESLVD AS % TOT COMPL RECD 	76 0 0 0 0 100	76 60 100 100 3 100	76 0 0 0 0 100	76 60 100 100 3 100	76 0 0 0 0 100	76 60 100 100 3 100	76 0 0 0 0 100	76 60 100 100 3 100
PROGRAM TARGET GROUPS 1. RESIDENTS ELIGIBLE TO VOTE (THOUSANDS)	848	848	848	848	848	848	848	848
PROGRAM ACTIVITIES 1. PRVD VTR REGIS SVCS TO QUAL CITIZENS (000'S) 2. PROVIDE VOTER EDUCATION SERVICES (000'S) 3. PROVIDE VOTER ORIENTATION TO NTRLZD CITS (000'S)	650 650 0	650 650 0	650 650 0	650 650 0	650 650 0	650 650 0	650 650 0	650 650 0
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) REVENUES FROM THE USE OF MONEY AND PROPERTY CHARGES FOR CURRENT SERVICES	312 144	50 191	6	191	7	21	7	7
TOTAL PROGRAM REVENUES	456	241	6	191	7	21	7	7
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) GENERAL FUNDS SPECIAL FUNDS	144 312	191 50	6	191	7	21	7	7
TOTAL PROGRAM REVENUES	456	241	6	191	7	21	7	7

A. Statement of Program Objectives

To maximize voter participation in the electoral process by developing policies and procedures that encourages registration and turnout.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The Office of Elections conducts elections every other year and must comply with federal and state laws. The reduction of \$112,682 will be absorbed by reducing miscellaneous current expenses. As reasonable and necessary costs for goods and services continue to rise, the budget restrictions are affecting the ability of the office to meet its program objectives that the State constitution and federal laws require. The program complies with Section 37-68(1)(A)(B).

C. Description of Activities Performed

- 1. Direct and coordinate the statewide election systems and assists the counties with county elections:
 - Provide election services statewide.
 - Prepare, procure and control inventory of election ballots for state and concurrently conducted county elections statewide.
 - Provide secure, accessible and convenient voting services to all eligible voters statewide.
 - Process, tabulate and distribute election results statewide.
 - Provide computer support services (hardware and software applications) for elections (state and county).
 - Provide logistical and warehousing support for elections (state and county).
 - 2. Provide voter registration services to qualified citizens.

- Maximize voter registration statewide.
- Equalize voter registration between districts statewide.
- 3. Responsible for public education with respect to voter registration and information.
- 4. Maintain data relating to registered voters, elections, apportionment and districting.
- 5. Provide necessary technical services and support to the Reapportionment Commission.
- 6. Provide staff support to the Elections Commission.
- 7. Provide staff support to the Board of Registration.
- 8. Conduct elections in compliance with all federal and state laws.

D. Statement of Key Policies Pursued

The Office of Elections strives for integrity and efficiency in the administration of elections and seeks to maximize voter participation in the electoral process.

E. Identification of Important Program Relationships

This Office works closely with the various county offices and their election staff as well as state agencies to coordinate election-related activities. The Office serves as the principal liaison with various federal agencies (e.g., Election Assistance Commission, Federal Voter Assistance Program, Department. of Justice, etc.) on election-related matters.

F. Description of Major External Trends Affecting the Program

A major trend affecting this Office is the decrease in people volunteering to work on election days and the decrease in the number of people who register and vote.

Another trend affecting this Office is changes to federal laws. These changes have been made to strengthen the integrity of elections, increase participation in the electoral process, improve the administration of elections, and facilitate enfranchisement of voters. Some examples are reflective in the Help America Vote Act (HAVA), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), Voting Rights Act, and American with Disabilities Act (ADA).

G. Discussion of Cost, Effectiveness, and Program Size Data

No significant changes.

H. Discussion of Program Revenue

Program revenues are generated from candidate filing fees, sale of election maps, and reimbursement from counties for election expenses. All revenues are deposited directly to the general fund.

Additionally, revenues received under the Help America Vote Act (HAVA) of 2002 are deposited into a federal fund. Expenditure of funds is specifically noted in the HAVA.

I. Summary of Analysis Performed

Not applicable.

J. Further Considerations

Not applicable.

PROGRAM ID:

AGS101

PROGRAM STRUCTURE NO. 11020201

PROGRAM TITLE:

ACCOUNTING SYSTEM DEVELOPMENT & MAINTENA

		IN DOLLAF	{S		IN THOUSANDS				
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15	
OPERATING COST	7.00*	7.00*	8.00*	8.00*	8.0*	8.0*	8.0*	8.0*	
PERSONAL SERVICES	382,232	518,397	560,541	560,541	561	561	561	561	
OTHER CURRENT EXPENSES EQUIPMENT	63,944 968	77,592	77,592	77,592	77	77	77	77	
TOTAL OPERATING COST	447,144	595,989	638,133	638,133	638	638	638	638	
BY MEANS OF FINANCING									
	7.00*	7.00*	8.00*	8.00*	8.0*	8.0*	8.0*	8.0*	
GENERAL FUND	447,144	595,989	638,133	638,133	638	638	638	638	
TOTAL POSITIONS	7.00*	7.00*	8.00*	8.00*	8.00*	8.00*	8.00*	8.00*	
TOTAL PROGRAM COST	447,144	595,989	638,133	638,133	638	638	638	638	

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:
AGS101
11020201
ACCOUNTING SYSTEM DEVELOPMENT & MAINTENANCE

	FY							
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. % PROJECTS COMPL FOR NEW SYSTEMS/ENHANCE-GOAL 75% 2. % PROJECTS COMPL FOR ACCTG MANUALS/FORMS-GOAL 80%	50	75	75	75	75	75	75	75
	79	80	80	80	80	80	80	80
PROGRAM TARGET GROUPS 1. NO. OF REQUESTS TO DEV NEW SYSTEMS/MODIFY EXISTING 2. NO. REQUESTS NEW/CHANGES TO ACCOUNTING MANUALS/FORM	9	9	8	8	8	8	8	8
	17	15	15	15	15	15	15	15
PROGRAM ACTIVITIES 1. NO. OF HOURS - DEV OF NEW SYTEMS/MODIFY EXISTING 2. NO. OF HOURS - MAINT/MGMT ACCOUNTING MANUALS/FORMS	621	2400	2400	2400	2400	2400	2400	2400
	2642	2500	2400	2400	2400	2400	2400	2400

A. Statement of Program Objectives

To develop, maintain and improve the State financial accounting and reporting system and control the methods, procedures and forms of the accounting system.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

The program is requesting a trade-off transfer of the Accountant IV position and the \$42,144 from AGS-102, Expenditure Examination. No new programs are being proposed at this time. The program complies with Section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

A major portion of the program is directed toward development of new statewide accounting systems and major enhancements to existing accounting systems. Activities include coordinating project tasks and activities; defining system functional and internal control requirements; identifying required system design modifications and related system specifications; re-engineering work processes, documents, and document flow; conducting acceptance testing; providing user related training, conversion, implementation, and post implementation support; and developing policies, procedures, forms and users manuals.

Concurrent with accounting system development is the maintenance and management of existing systems to improve the operational efficiency and/or utility of the systems; comply with changes in applicable State and Federal laws, and/or management policies; correct accounting deficiencies or internal control weaknesses as identified by independent financial auditors; and correct system errors that occur in the normal course of business. Activities related to the maintenance and management of existing systems are similar to those of major enhancements to existing accounting systems, but on a smaller scale.

The program also establishes, maintains and manages the State of Hawaii Accounting Manual, Financial Accounting Management Information System Procedures Manual, Financial Datamart Manual and related State Accounting Forms to provide internal control over the accounting functions of the State.

Activities related to the control functions include prescribing accounting policies, methods and practices to comply with accounting and reporting requirements in conformity with generally accepted accounting principles (GAAP). The program also insures compliance with applicable State and Federal laws, and/or management policies and the uniformity in recording of accounting transactions to the Statewide Accounting Forms to ensure the validity, propriety and accuracy of recorded accounting transactions.

D. Statement of Key Policies Pursued

Key policies are designed to fulfill the statutory requirements imposed upon the Comptroller in making changes and modifications to the accounting system of the State (including the design, development and implementation of a proper system of internal controls to encompass the changes and modifications made to the accounting system) that appear to be in the best interest of the State. As promulgated by Section 40-2, HRS, the program determines the forms required to supply the accounting system with the requisite accounting data for state government and maintains the applicability, relevancy and uniformity of accounting forms pursuant to Section 40-6, HRS.

Accordingly, program policies are directed toward ensuring proper functionality of new or existing systems to reduce operating cost and increase productivity by eliminating redundant processing and duplication of effort and streamlining and standardizing operations; internal control over assets to safeguard assets from loss or waste; and internal control over accounting information processed by the

system to maintain data integrity throughout the system and generate accurate, reliable and timely information from the system.

Policies pursued support Part I, Section 226-28, Hawaii State Plan, HRS, relating to the fiscal management objective of ensuring fiscal integrity. The program ensures responsibility and efficiency in state government conforms with the policies regarding improvements to the fiscal budgeting and management system.

E. <u>Identification of Important Program Relationships</u>

The work performed by this program requires collaboration with the Uniform Accounting and Reporting Branch and Pre-Audit Branch to ensure a proper accounting result from the central standpoint and pilot agencies to ensure a pragmatic and functional accounting result from the departmental standpoint. In addition, since this program represents the user's orientation to the system, collaboration with and support from AGS 131, Information Processing and Communication Services, is necessary to develop and implement the required programming changes and maintain the data processing aspects of the system.

F. Description of Major External Trends Affecting the Program

A major external trend affecting this program is the rapid growth of technology in the data processing and computing industry. This trend will probably shorten the average life cycle of statewide accounting systems (currently averaging 30 years) and place even greater demands on this program to develop and implement new statewide accounting systems at a faster pace (e.g., replacing an old system every 10 or 15 years as opposed to every 30 years) and in shorter time frames.

This program is also impacted by changes in financial reporting requirements for state and local governments promulgated by the Government Accounting Standards Board (GASB). Findings of independent financial auditors and legislative auditors with regard to internal control weaknesses and accounting deficiencies; and changes in State and Federal laws, and management policies also impact the program.

G. Discussion of Cost, Effectiveness, and Program Size Data

As in the current biennium, the program will maintain its current level of services during budget and planning periods.

H. Discussion of Program Revenue

This program does not generate any revenues.

I. Summary of Analysis Performed

This program has not conducted any in-depth analysis.

J. Further Considerations

There are no further considerations at this time.

REPORT P61-A

PROGRAM ID:

AGS102

PROGRAM STRUCTURE NO. 11020202

PROGRAM TITLE:

EXPENDITURE EXAMINATION

		IN DOLLAI	RS			IN THOU	SANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	18.00*	18.00*	16.00*	16.00*	16.0*	16.0*	16.0*	16.0*
PERSONAL SERVICES	778,730	774,676	741,222	741,222	741	741	741	741
OTHER CURRENT EXPENSES	354,956	389,858	353,400	353,400	354	354	354	354
TOTAL OPERATING COST	1,133,686	1,164,534	1,094,622	1,094,622	1,095	1,095	1,095	1,095
BY MEANS OF FINANCING					gare man war ann ann ann ann ann ann ann	an on the sec on the last 100 100 100 100		
DI PIEARS OF FINANCING	18.00*	18.00*	16.00*	16.00*	16.0*	16.0*	16.0*	16.0*
GENERAL FUND	1,133,686	1,164,534	1,094,622	1,094,622	1,095	1,095	1,095	1,095
TOTAL POSITIONS	18.00*	18.00*	16.00*	16.00*	16.00*	16.00*	16.00*	16.00*
TOTAL PROGRAM COST	1,133,686	1,164,534	1,094,622	1,094,622	1,095	1,095	1,095	1,095
					========			

PROGRAM ID: AGS102
PROGRAM STRUCTURE: 11020202
PROGRAM TITLE: EXPENDITURE EXAMINATION

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS								
 AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY % OF LATE PAYMENTS-GOAL 5% STATEWIDE % OF PAYMT VOUCHER PROCESSED W/ NO ERRORS-GOAL 90% 	5 8 98	5 8 95	5 7 96	5 7 96	5 6 97	5 5 97	5 5 97	5 5 97
PROGRAM TARGET GROUPS 1. NO. OF PAYMENT VOUCHERS PROCESSED (IN THOUSANDS)	87	87	87	87	87	87	87	87
PROGRAM ACTIVITIES 1. NO. OF CONTRACTS EXAMINED 2. NO. OF PAYCHECKS ISSUED (IN THOUSANDS) 3. NO. OF CHECKS (NON-PAYROLL) ISSUED (IN THOUSANDS) 4. NO. OF PAYMENTS MADE ELECTRONICALLY (IN THOUSANDS)	2590 279 984 269	2300 284 918 205	2400 280 918 215	2300 280 918 216	2400 280 918 216	2300 280 918 217	2400 280 918 217	2300 280 918 277
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) CHARGES FOR CURRENT SERVICES	84	84	84	84	83	83	83	83
TOTAL PROGRAM REVENUES	84	84	84	84	83	83	83	83
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) GENERAL FUNDS	84	84	84	84	83	83	83	83
TOTAL PROGRAM REVENUES	84	84	84	84	83	83	83	83

A. Statement of Program Objectives

To assure State payments conform to established standards of propriety and legality and are made promptly.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

The program is requesting to trade-off transfer an Accountant IV position and \$42,144 to Accounting System Development and Maintenance, AGS 101. The program is also deleting a vacant Pre-Audit Clerk I position and \$27,768 in personal services cost. Deletion of the position is required as part of the departmental reduction in expenditures.

C. <u>Description of Activities Performed</u>

Vouchers received from departments and agencies are pre-audited to determine that the proposed expenditures are legal and proper. The program ensures the transactions complies with applicable laws, appropriately charged, and conforms to prudent business practices and policies.

Payrolls received from departments and agencies are pre-audited to determine that the rate of pay is properly authorized, partial pay is correctly computed, and time records or other required documentation are supported. Assignments and garnishments against payrolls are also controlled and processed in accordance with employee desires or statutory requirements.

The program also certifies that funds are available to cover contracts. Contracts are further examined for legality and propriety to avoid unnecessary reexamination in the future.

Other activities include the control of State check issuances, cancellations, and re-issues and the maintenance of vendor codes.

D. Statement of Key Policies Pursued

Pre-audit of vouchers and payrolls are performed on a test basis. The test is designed to assure the overall validity of all transactions. The program also maintains records of both voucher and payroll claims that must be adjusted as the result of the test.

These pre-audit activities directly serve the Hawaii State Plan, Part I, Section 226-28, HRS, to ensure fiscal integrity, responsibility, and efficiency in the financial operations of the State government.

E. Identification of Important Program Relationships

There are no important program relationships identified.

F. Description of Major External Trends Affecting the Program

The program is directly affected by any substantial changes in the volume of State government expenditures and any significant organizational changes.

G. Discussion of Cost, Effectiveness, and Program Size Data

During the current biennium, the program has maintained its level of services as previously provided and has accommodated its target group accordingly. For the budget period and the four years of the planning period, the volume data reflect adjustments based on current volume levels.

H. <u>Discussion of Program Revenue</u>

The Pre-Audit Program does not generate any revenues.

I. Summary of Analysis Performed

This program has not conducted any in-depth analysis.

J. Further Considerations

There are no further considerations to be addressed.

REPORT P61-A

PROGRAM ID:

AGS103

PROGRAM STRUCTURE NO. 11020203

PROGRAM TITLE:

RECORDING AND REPORTING

		IN DOLLAF	?S	!-		IN THOUS	SANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	11.00*	11.00*	11.00*	11.00*	11.0*	11.0*	11.0*	11.0*
PERSONAL SERVICES	727,863	621,756	709,106	709,106	709	709	709	709
OTHER CURRENT EXPENSES	130,247	217,827	17,827	17,827	18	18	18	18
TOTAL OPERATING COST	858,110	839,583	726,933	726,933	727	727	727	727
BY MEANS OF FINANCING				1				
	11.00*	11.00*	11.00*	11.00*	11.0*	11.0*	11.0*	11.0*
GENERAL FUND	858,110	839,583	726,933	726,933	727	727	727	727
TOTAL POSITIONS	11.00*	11.00*	11.00*	11.00*	11.00*	11.00*	11.00*	11.00*
TOTAL PROGRAM COST	858,110	839,583	726,933	726,933	727	727	727	727

STATE OF HAWAII

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:

AGS103
11020203
RECORDING AND REPORTING

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS								
 AV TIME TO ISSUANCE OF CAFR-GOAL 6 MONTHS AV TIME TO ISSUANCE OF QTRLY FIN RPTS-GOAL 4 WEEKS AV TIME TO POST ALLOTMENT DOCUMENTS-GOAL 3 WK DAYS 	11 4 4	6 4 4						
PROGRAM TARGET GROUPS								
NO. OF DEPTS/AGENCIES RECEIVING FINANCIAL REPORTS NO. OF FINANCIAL REPORTS DISTRIBUTED TO DEPTS	36 11							
PROGRAM ACTIVITIES								
NO. OF ALLOTMENT DOCUMENTS PROCESSED	3900	3600	3600	3600	3600	3600	3600	3600
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)								
REVENUE FROM OTHER AGENCIES: ALL OTHER CHARGES FOR CURRENT SERVICES	2,249 8	2,800	2,800	2,800	2,800	2,800	2,800	2,800
TOTAL PROGRAM REVENUES	2,257	2,800	2,800	2,800	2,800	2,800	2,800	2,800
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)						•		
GENERAL FUNDS	2,257	2,800	2,800	2,800	2,800	2,800	2,800	2,800
TOTAL PROGRAM REVENUES	2,257	2,800	2,800	2,800	2,800	2,800	2,800	2,800

A. Statement of Program Objective

To assure the State financial transactions are promptly and properly recorded and reported.

B. Description of Request and Compliance with Section 37-68 (1) (A) (B)

Program reduction of \$215,000 is part of the departmental budget reduction. This amount was for actuarial services that will be budgeted by the Employer-Union Trust Fund (EUTF). The program complies with Part IV, Section 37-68 (1) (A) (B), HRS.

C. Description of Activities Performed

The program activities are processing and recording receipt, expenditure and other accounting transactions in the State's general ledgers (the control ledgers) and in the appropriate subsidiary ledgers. The program also prepares timely, meaningful and accurate reports and control financial transactions that are entered into the computer files on the State's accounting system.

D. Statement of Key Policies Pursued

Key policies pursued are directed to proper documentation of the State's financial transactions to provide meaningful financial information to decision makers on a timely basis. Policies pursued support Part I, Section 226-27, the Hawaii State Plan, HRS, relating to the fiscal management objective of ensuring fiscal integrity.

E. Identification of Important Program Relationships

There is no important program relationship identified.

E. Descriptions of Major External Trends Affecting the Program

The major external trend that affects the program is changing reporting standards that are continuously promulgated by the Governmental Accounting Standards Board (GASB) of the State.

F. Discussion of Cost, Effectiveness, and Program Size Data

The program will maintain its current level of services during budget and planning periods.

G. Discussion of Program Revenue

The program does not generate revenues from its operations.

H. Summary of Analysis Performed

This program has not conducted an in-depth analysis.

I. Further Considerations

There are no further considerations at this time.

REPORT P61-A

PROGRAM ID:

AGS104

PROGRAM STRUCTURE NO. 11020204

PROGRAM TITLE:

INTERNAL POST AUDIT

			IN DOLLA	RS			IN THOU	ISANDS	
PROGRAM EXPENDITURES	FY20	007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST		12.00*	12.00*	11.00*	11.00*	11.0*	11.0*	11.0*	11.0*
PERSONAL SERVICES	70	04,489	684,851	664,979	664,979	665	665	665	665
OTHER CURRENT EXPENSES	1	12,811	28,517	7,717	7,717	8	8	8	8
EQUIPMENT		119	4,800						
TOTAL OPERATING COST	71	L7,419	718,168	672,696	672,696	673	673	673	673
					·		· ·		
BY MEANS OF FINANCING					1				
		12.00*	12.00*	11.00*	11.00*	11.0*	11.0*	11.0*	11.0*
GENERAL FUND	71	17,419	718,168	672,696	672,696	673	673	673	673
TOTAL POSITIONS		12.00*	12.00*	11.00*	11.00*	11.00*	11.00*	11.00*	11.00*
TOTAL PROGRAM COST	71	17,419	718,168	672,696	672,696	673	673	673	673
		===		==			========	******	

STATE OF HAWAII

PROGRAM ID: AGS104
PROGRAM STRUCTURE: 11020204
PROGRAM TITLE: INTERNAL POST AUDIT

	FY							
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS								
1. NO. OF DEPT AUDITS COMPLETED AS % OF TOTAL PLANNED 2. NO. DEPT NEW AUDIT FINDINGS AS % FROM PRIOR YR'S 3. NO. DEPT AUDIT FINDINGS RESOLVED AS % TOTAL 4. AV LENGTH OF TIME BETWEEN AUDITS - DEPT AUDITS 5. NO. NON-DEPT AUDITS COMPLETED AS % PLANNED 6. NO. NON-DEPT NEW AUDIT FINDINGS AS % PRIOR YR'S 7. NO. NON-DEPT AUDIT FINDINGS RESOLVED AS % TOTAL 8. AV LENGTH OF TIME BETWEEN AUDITS - NON-DEPT AUDITS	100	100	100	100	100	100	100	100
	46	45	45	45	45	45	45	45
	47	45	45	45	45	45	45	45
	0	0	0	0	0	0	0	0
	100	100	100	100	100	100	100	100
	22	20	20	20	20	20	20	20
	25	25	25	25	25	25	25	25
	6	6	6	6	6	6	6	6
PROGRAM TARGET GROUPS 1. NUMBER OF DEPARTMENTAL AUDITS 2. NUMBER OF NON-DEPARTMENTAL AUDITS 3. NUMBER OF SPECIAL REQUEST AUDITS	32	32	32	32	32	32	32	32
	306	306	306	306	306	306	306	306
	10	10	10	10	10	10	10	10
PROGRAM ACTIVITIES 1. FINANCIAL AUDITS 2. COMPLIANCE AUDITS 3. APPROVE ESTAB OF & INCREASE IN PETTY CASH FUNDS 4. RESOURCE TO DEPTS ON ACCOUNTING PRINCIPLES/STDS	35	35	35	35	35	35	35	35
	18	30	30	30	30	30	30	30
	17	10	10	10	10	10	10	10
	5	5	5	5	5	5	5	5

A. Statement of Program Objective

To achieve complete compliance with the State Comptroller has established accounting procedures and internal controls by the State's Executive departments and agencies through financial and compliance audits.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The Program eliminated a vacant position with a reduction of \$73,032 per year for the 2009-2011 biennium periods. Refer to Section J. No new programs are being proposed at this time. The Program complies with Section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

The major activities of the Program include the following: (1) Annual audits required by statute; (2) Annual audits by request; (3) Department audit requests with urgent needs; (4) Audits of other departments and agencies not requiring annual audits but scheduled on a cyclical basis; (5) Assist departments in resolving accounting-related problems including the active follow-up of resolving audit findings.

D. Statement of Key Policies Pursued

The policies pursued support Part I, Section 226-28, HRS, Hawaii State Plan. It is the policy of the Program to ensure fiscal integrity, responsibility and efficiency in the state government by performing audits on a systematic and selective basis.

E. <u>Identification of Important Program Relationships</u>

The Program ensures that departments receiving federal financial assistance obtain organization-wide single audits. The Program also works closely with departments to implement audit recommendations and promote fiscal integrity, responsibility and

efficiency.

F. Description of Major External Trends Affecting the Program

Due to redefining independence by generally accepted audit standards, auditors are no longer allowed to assist State agencies with the preparation of financial statements. The State agencies will now prepare a draft of their financial statements and footnotes to be audited. This is a financial hardship on the State agencies due to: (1) their staff is not trained to prepare financial statements, and (2) the additional cost to procure accounting services to prepare the financial statements. In the future, the Program may be called upon to provide information or assistance.

G. Discussion of Cost, Effectiveness, and Program Size Data

The effectiveness of the Program depends on the number of auditor positions filled. Vacant positions decrease the number of audits planned and completed. The levels of Program activities, Program costs, and effectiveness as planned will be accomplished. They reflect the continuation of the plan of operation, which gives priority to annual audits and department requests with urgent needs.

H. <u>Discussion of Program Revenue</u>

The Program does not anticipate generating any general fund revenues during the 2009-2011 biennium periods and the 2012-2015 planning period.

I. Summary of Analysis Performed

An in-depth analysis has not been performed of the Program.

J. Further Considerations

The Program's FY 2009 and 2011 budgets were decreased by \$73,032 to meet the department's reduction in overall spending at a time when Hawaii is going through an economic downturn and the State is experiencing a serious revenue shortfall. The reduction will result in a decrease in the number of audits planned and completed.

OPERATING AND CAPITAL EXPENDITURES

PROGRAM ID:

AGS131

PROGRAM STRUCTURE NO. 110302

PROGRAM TITLE:

INFORMATION PROCESSING & COMM SERVICES

EV.0007 00	IN DOLLA						
FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
203.00*			190.00*	190.0*	190.0*	190.0*	190.0*
10,413,205	11,104,891	11,332,831	11,332,831	11,333		11,333	11,333
7,382,897	6,635,032	5,776,504	5,776,504	5,776	5,776	5,776	5,776
2,746,651	314,487	315,303	315,303	316	316	316	316
				17,425	17,425	17,425	17,425
and put the state and and age to put the state and the last last and							
170.00*							157.0*
							14,612
33.00*							33.0*
2,273,066	2,306,536	2,812,584	2,812,584	2,813	2,813	2,813	2,813
·			,				
598 000	24.000	275.000	250,000	350			
				-			
871,000	950,000	2,500,000	2,450,000	5,875			
6,195,000	2,900,000	8,925,000	5,400,000	21,875			
(105 000	2 000 000	8 025 000	5 400 000	21 075			
6,175,000	2,900,000	8,725,000	9,400,000 j	21,015			
203.00*	203.00*	190.00*	190.00*	190.00*	190.00*	190.00*	190.00* 17,425
	203.00* 10,413,205 7,382,897 2,746,651 20,542,753 170.00* 18,269,687 33.00* 2,273,066 598,000 3,000 922,000 3,801,000 871,000 6,195,000 203.00* 26,737,753	203.00* 203.00* 10,413,205 11,104,891 7,382,897 6,635,032 2,746,651 314,487 20,542,753 18,054,410 20,542,753 18,054,410 20,542,753 18,054,410 20,542,753 18,054,410 20,542,753 18,054,410 20,542,753,006 2,306,536 2,306	203.00* 203.00* 190.00* 10,413,205 11,104,891 11,332,831 7,382,897 6,635,032 5,776,504 2,746,651 314,487 315,303 20,542,753 18,054,410 17,424,638 20,542,753 18,054,410 17,424,638 33.00* 33.00* 33.00* 2,273,066 2,306,536 2,812,584 25,812,584 25,000 125,000 3,000 1,000 125,000 922,000 125,000 475,000 3,801,000 1,800,000 5,550,000 871,000 950,000 2,500,000 2,500,000 2,000,000 2,000,000 2,000,000 2,000,000	203.00* 203.00* 190.00* 190.00* 10,413,205 11,104,891 11,332,831 11,332,831 7,382,897 6,635,032 5,776,504 5,776,504 2,746,651 314,487 315,303 315,303 20,542,753 18,054,410 17,424,638 17,424,638 20,542,753 18,054,410 17,424,638 17,424,638 18,269,687 15,747,874 14,612,054 33.00* 33.00* 33.00* 2,273,066 2,306,536 2,812,584 2,81	203.00* 203.00* 190.00* 190.00* 190.00* 10,413,205 11,104,891 11,332,831 11,332,831 11,332,831 11,332,831 11,332,831 11,332,831 11,333,7,382,897 6,635,032 5,776,504 5,776,504 5,776 2,746,651 314,487 315,303 315,303 316 20,542,753 18,054,410 17,424,638 17,424,638 17,425 170.00* 170.00* 157.00* 157.00* 157.00* 14,612,054 14,612,	203.00* 203.00* 190.00* 190.00* 190.00* 190.00* 190.0* 190.0* 10,413,205 11,104,891 11,332,831 11,332,831 11,333 11,333 7,382,897 6,635,032 5,776,504 5,776,504 5,776 5,776 5,776 2,746,651 314,487 315,303 315,303 316 316 316 20,542,753 18,054,410 17,424,638 17,424,638 17,425	203.00* 203.00* 190.00

STATE OF HAWAII

PROGRAM ID: AGS131
PROGRAM STRUCTURE: PROGRAM TITLE: INFORMATION PROCESSING AND COMMUNICATION SERVICES

	FY							
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. REQUESTS FOR IP SVCS COMPLTD ON SCHED AS % TTL CMP 2. % OF PRODUCTION JOBS RUN ON SCHEDULE 3. PRODUCTION JOBS RERUN AS % OF TOTAL PRODUCTION JOB 4. COMPUTER DOWNTIME AS % OF TOTAL OPERATIONAL TIME 5. #TROUBLE CALLS RESOLVED AS % CALLS RECD BY NCU 6. USER EVALUATION OF QUALITY OF COMMUNICTN SVCS	82	81	82	82	82	82	82	82
	99	99	99	99	99	99	99	99
	1	1	1	1	1	1	1	1
	1	1	1	1	1	1	1	1
	99.5	100	100	100	100	100	100	100
	86	87	85	85	85	85	85	85
PROGRAM TARGET GROUPS 1. STATE USER AGENCIES	21	21	21	21	21	21	21	21
PROGRAM ACTIVITIES 1. # COMPUTERS SPPTD AT STATE'S CENTRAL COMP FACILITY 2. NUMBER OF REFERRALS/REQUESTS REVIEWED 3. NUMBER OF IP APPLICATIONS DEVELOPED & MAINTAINED 4. # OF TROUBLE CALLS REC'D BY NETWORK CONTROL UNIT 5. # OF REPAIR & MAINTENANCE SERVICE CALLS RECEIVED 6. TOTAL NO. OF TELEPHONE STATIONS 7. TOTAL NO. OF VIDEO CONF CTRS ON NETWORKS 8. TOTAL NUMBER OF MICROWAVE SITES 9. TOTAL NO. OF IT STRATEGIC PLANNING MEETINGS	266	270	30	30	30	30	30	30
	65	55	55	55	55	55	55	55
	72	76	72	72	72	72	72	72
	16229	12000	12000	12000	12000	12000	12000	12000
	3011	2800	2750	2750	2750	2750	2750	2750
	18000	18000	18000	18000	18000	18000	18000	18000
	6	6	6	6	6	6	6	6
	15	15	15	15	15	15	15	15
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) CHARGES FOR CURRENT SERVICES TOTAL PROGRAM REVENUES	2,783	2,400	2,400	2,400	2,400	2,400	2,400	2,400
	2,783	2,400	2,400	2,400	2,400	2,400	2,400	2,400
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) ALL OTHER FUNDS TOTAL PROGRAM REVENUES	2,783	2,400	2,400	2,400	2,400	2,400	2,400	2,400
	2,783	2,400	2,400	2,400	2,400	2,400	2,400	2,400

A. Statement of Program Objective(s)

Information Processing and Communication Services (IPCS also known as ICSD) strives to improve the management and operation of all State agencies by providing effective, efficient, coordinated, and cost-beneficial computer and telecommunication services such that State program objectives may be more efficiently achieved.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The programs received the following reductions:

- Reduction of \$631,014 as part of the 5% Legislative reduction.
- Conversion of general funds to interdepartmental transfer funds of \$500,000. The interdepartmental transfer funds comes from usage costs collected from the federally funded programs supported by the State of Hawaii Data Center for the Department of Human Services (HAWI), Attorney General's Office/Child Support Enforcement (KEIKI), and the Department of Labor and Industrial Relations.
- Delete (17) vacant positions and personal services expense by \$560,820.

C. Description of Activities Performed

The program's major activities include:

Production Services - Operates a centralized computing facility and a distributed data communications network that provides comprehensive and efficient computing services to all State agencies.

Systems Services - Provides systems software support and control programming; database management and operational support; installation and maintenance services for distributed systems; development, implementation, and maintenance of specialized systems software used in support of applications and control systems; and analyses to improve the efficiency and capacity of computer systems and security of information. Telecommunications Services.

Client Services - Provides application systems development and maintenance services to statewide applications and department or agency specific applications.

Technology Support Services - Provides planning, design, management, maintenance, coordination, and technical consulting and support for the State's emerging technologies programs.

Planning and Project Management - Provides planning, advice, assistance, and guidance in the proper and efficient use of information processing. Provides oversight for procedures, techniques, and systems development methodologies.

D. Statement of Key Policies Pursued

Key policies which will be pursued during the 2009-2011 biennium include:

- Improvements to the State's information processing and disaster recovery capabilities and services including 24/7 monitoring and trouble reporting and resolution of State telecom and e-government systems; implementation of an Alternate Data Center;
- Simplify the environment. This includes upgrade and maintenance of computer, data communications, and data base management capabilities to support growth in user needs and to benefit from evolving technical advancements;
- Development of services to be accessed over the State's secured intranet, to improve efficiency of the State's business processes and responsiveness of public services;

• Using Information Technology Service Management principles - update policies, methodologies, and systems to improve planning, budgeting, and management of technology based initiatives to re-engineer State business processes.

E. Identification of Important Program Relationships

The Information Processing and Communication Services (IPCS) program provides planning, consulting, development, maintenance, and computer applications processing services for essential statewide programs including Accounting, Payroll, Budgeting, Capital Improvements, Human Resources Application Information, Class Registration, and Unemployment Insurance (UI). The IPCS program provides systems support, database management, and computer hosting/operations services for department-administered application systems including Hawaii Automated Welfare Information (HAWI) System, Offender Based Tracking System, Business Registration, Professional and Vocational Licensing, Integrated Tax Information Management System, KEIKI Child Support Enforcement System, and Hawaii Employer-Union Benefits Trust Fund system.

F. Description of Major External Trends Affecting the Program

The current economic situation can influence the program in several ways. Departments and agencies may not be able to afford their technology initiatives and look towards IPCS to support them. IPCS's ability to support them will be contingent upon adequate budget and staff.

Another trend that is affecting the program is the initiative to improve the State's internal business processes. The migration of internal business processes from manual to technology enabled would reduce labor hours, improve timeliness and responsiveness, reduce errors, and increase consistency of services. This initiative complements significant accomplishments by the State in providing numerous online services and information sources to the public via the Internet.

G. Discussion of Cost, Effectiveness, and Program Size Data

The IPCS has been adopting the concept of cross-functional teams to accomplish projects and spread the knowledge. The biggest challenge has been accomplishing initiatives and priorities with limited resources.

H. Discussion of Program Revenue

The program does not generate State revenues from its operations.

I. Summary of Analysis Performed

None.

J. Further Considerations

- Move towards a more homogenous environment with a manageable set of supported technology solutions, rather than the complex assortment we support today.
- Automate and streamline where possible.
- Consolidate systems, locations, and activities where possible.

REPORT P61-A

PROGRAM ID:

AGS111

PROGRAM STRUCTURE NO. 110303

PROGRAM TITLE:

ARCHIVES - RECORDS MANAGEMENT

		IN DOLLAF	{S			IN THOU	SANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	20.00*	20.00*	20.00*	20.00*	20.0*	20.0*	20.0*	20.0*
PERSONAL SERVICES	715,696	871,664	882,290	882,290	906	906	906	906
OTHER CURRENT EXPENSES	60,599	33,774	21,698	21,698	57	57	57	5 7
EQUIPMENT	84,654		1,450	1,450	3	, s 3	3	3
TOTAL OPERATING COST	860,949	905,438	905,438	905,438	966	966	966	966
BY MEANS OF FINANCING								
	20.00*	20.00*	20.00*	20.00*	20.0*	20.0*	20.0*	20.0*
GENERAL FUND	860,949	905,438	905,438	905,438	966	966	966	966
TOTAL POSITIONS	20.00*	20.00*	20.00*	20.00*	20.00*	20.00*	20.00*	20.00*
TOTAL PROGRAM COST	860,949	905,438	905,438	905,438	966	966	966	966

STATE OF HAWAII

PROGRAM ID: AGS111
PROGRAM STRUCTURE: 110303
PROGRAM TITLE: ARCHIVES - RECORDS MANAGEMENT

	FY	FY	FY	FY	FY	FY	FY	FY
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. % OF STATE AGNCY/SUBDIV W/APPROVED RETEN SCHDLS 2. % OF STORAGE CAPACITY FILLED AT RECORDS CENTER 3. % REC DISPOSED AT REC CTR % TOT REC ELIG FOR DEST 4. % AT-RISK HOLD APPROPRIATELY TREATED/HOUSED/REFOR 5. % OF HOLDINGS DESCRIBED IN ONLINE CATALOG 6. % OF HOLDINGS DESCRIBED IN FINDING AIDS 7. % OF CUSTOMER REQ SVCD IN A TIMELY/ACCURATE MANNER 8. #ARTIFACTS ON LOAN TO HIST SITES & MUSEUMS	29	29	30	31	32	33	33	33
	76	75	75	75	75	75	75	75
	66	60	0	0	60	60	60	60
	3	4	5	6	7	8	8	8
	61	65	65	67	69	71	71	71
	93	95	93	93	93	93	93	93
	95	95	95	95	95	95	95	95
	717	717	717	717	717	717	717	717
PROGRAM TARGET GROUPS 1. # OF STATE AGENCIES AND THEIR SUBDIVISIONS (BRANCH 2. # OF CUSTOMERS/STAKEHOLDERS (SERVICED) 3. # OF RECORDS IN ARCHIVES (CUBIC FEET) 4. # OF REC AT STATE REC CTR ELIG FOR DISPOS DUR FY 5. # ONLINE USERS ACCESSING ARCHIVES CATALOG/WEBSITE 6. # PUBLICATIONS/DOCUMENTARIES USING ARCHIVES MATER	1000 12037 10451 3616 58585 24	1000 12000 10451 8300 60000 24	1000 12000 10850 8300 61000	1000 12000 10950 8300 62000	1000 12000 11050 8300 63000 24	1000 12000 11150 8300 64000 24	1000 12000 11150 8300 64000 24	1000 12000 11150 8300 64000 24
PROGRAM ACTIVITIES 1. NUMBER OF RECORDS STORED (CUBIC FEET) 2. NUMBER OF RECORDS SERIES SCHEDULED/REVISED 3. RECORDS RETRIEVED BY RECORDS CENTER 4. RECORDS DISPOSED BY RECORDS CENTER (CUBIC FEET) 5. SVC CUSTOMERS AT HIST REC BR (# OF RETRIEVALS) 6. MAKE AT-RISK HOLD ACCESS THRU PRESERVATION TREAT 7. PROVIDE ACCESS TO HOLD INFO THRU ONLINE CATALOG 8. PROVIDE ACCESS TO REC THRU DESC FINDING AIDS 9. COLLECT/PRES PERM/HIST REC OF STATE GOV 10. # RECORDS AVAILABLE ONLINE FOR RESEARCH	45434 0 1863 2382 25866 26331 374 11 132 21309	45000 15 3400 2000 25000 70000 400 100 100 90000	47000 15 3500 0 25000 15000 400 100 300 105000	49000 15 3500 0 25000 15000 400 100 120000	49000 15 3500 2000 25000 10000 400 100 130000	49000 15 3500 2000 25000 10000 400 100 100 140000	49000 15 3500 2000 25000 10000 400 100 150000	49000 15 3500 2000 25000 10000 400 100 100 155000
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) CHARGES FOR CURRENT SERVICES TOTAL PROGRAM REVENUES	61	80	80	80	80	80	80	80
	61	80	80	80	80	80	80	80
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) GENERAL FUNDS TOTAL PROGRAM REVENUES	61	80	80	80	80	80	80	80
	61	80	80	80	80	80	80	80

A. Statement of Program Objectives

To foster open government by preserving and making accessible the historic records and artifacts of state government and partnering with State agencies to manage their active and inactive records.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The program proposed a reduction of \$35,970 to meet budget restrictions. The program is fully staffed and personal costs are 94% of the budget. The proposed cuts represent 61% of other current expenses and equipment.

The following program services will be reduced:

- Voyager on-line catalog.
- Maintenance for closed in-house security via closed circuit television system.
- Maintenance for heavy equipment, fork lifts and hi-lifts at the State Records Center.
- Disposal of records stored at the State Records Center when they are eligible for destruction.
- Professional memberships and subscriptions.
- Purchase of supplies; maintenance of equipment and replacement of aging computers.

C. <u>Description of Activities Performed</u>

Records Management: Provides logistical, technical and professional support for records control by determining final disposition of records in State agencies.

Provides a low-cost records storage warehouse facility for inactive, non-permanent records; provides storage for master/security microforms for state and county agencies. Provides statewide record management procedures, standards, and guidelines to promote efficient and effective management of government records.

Historical Records: Collects, describes, preserves, provides access to, and manages Hawaii's historical government records including manuscripts, maps, photographs, books, and artifacts. Provides access to its collections online through the web and in-house at the State Archives.

D. Statement of Key Policies Pursued

Key policies pursued emphasize the promotion of the use of Archives services by State agencies and the public, and the development of more efficient methods of records management by State agencies in particular, electronic records management.

The preservation of Hawaii's historical records and providing access to these records through descriptive cataloging and public programs is essential to the knowledge and understanding of Hawaii's history. Bibliographic catalog information now available via the internet on an online database, Hawaii Voyager will be eliminated and plans are to substitute an open-source system if space can be found within ICSD's servers. The Archives indexes to genealogical records are available online through a private-government partnership with Alu Like through their Ulukau website and on the Archives website. Scanning/digitizing of the remaining Archives indexes continues and some highly used records (marriage licenses) are being added to the Archives website.

E. <u>Identification of Important Program Relationships</u>

The program collaborates with state agencies and private institutions to preserve and make accessible records of enduring value. The program collects records primarily from State agencies but is currently unable to receive electronic records of permanent value from state agencies. A plan to preserve the electronic records government is creating is essential to ensure these records are available and usable to agencies and the public as long as they are needed.

F. Description of Major External Trends Affecting the Program

State government creates and receives a growing volume of information in electronic format. Since electronic media is relatively unstable and hardware/ software quickly become obsolete, retaining trustworthy information of permanent value is complex. The program legalizes the use of electronic medium to store government records. As the public demands more web-based access to records, cost-effective means to preserve the State historical electronic records must be implemented to allow the general public to search and retrieve information and historical objects permanently.

G. <u>Discussion of Cost</u>, Effectiveness and Program Size Data

There are changes to planned costs as a result of budget reductions which will impact services to the public.

H. <u>Discussion of Program Revenue</u>

The program charges fees for services ordered by researchers, primarily for photocopying and certifications of records. The State Records Center assesses records storage related fees on non-general funded programs, the Department of Education, University of Hawaii, Judiciary, and counties.

I. Summary of Analysis Performed

None.

J. Further Considerations

None.

REPORT P61-A

PROGRAM ID:

AGS891

PROGRAM STRUCTURE NO. 110304

PROGRAM TITLE:

WIRELESS ENHANCED 911 BOARD

							IN THOUSANDS					
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15				
CAPITAL IMPROVEMENT COSTS OTHER CURRENT EXPENSES	4,198,000	9,000,000	9,000,000	9,000,000	9,000	9,000	9,000	9,000				
TOTAL OPERATING COST	4,198,000	9,000,000	9,000,000	9,000,000	9,000	9,000	9,000	9,000				
	With their part and delt date upon the their state and state and state and state and state and			1				and only the date that he can put the can determine				
BY MEANS OF FINANCING SPECIAL FUND	4,198,000	9,000,000	9,000,000	9,000,000	9,000	9,000	9,000	9,000				
TOTAL POSITIONS TOTAL PROGRAM COST	4,198,000 	* 9,000,000	* 9,000,000	9,000,000	* 9,000 =====	* 9,000	9,000 =====	9,000 ======				

PROGRAM ID: AGS891
PROGRAM STRUCTURE: 110304
PROGRAM TITLE: WIRELESS ENHANCED 911 BOARD

	FY							
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. % PUB SAFETY ANSWERING PTS THT ARE PH II COMPLIANT 2. % WIRELSS SERV PROVIDERS COMPLIANT W/ LEAST 1 PSAP 3. #WSPS THAT ARE PHASE II COMPLIANT WITH ALL PSAPS 4. EST % CELL PH USERS W/WIRELESS ENHANCED 911 PHII	95	95	95	95	95	95	95	95
	95	95	95	95	95	95	95	95
	95	95	95	95	95	95	95	95
	95	95	95	95	95	95	95	95
PROGRAM TARGET GROUPS 1. PUBLIC SAFETY ANSWERING POINTS - NUMBER 2. WIRELESS SERVICE PROVIDERS - NUMBER	7 7	7 7	7 7	7 7	7 7	7 7	7 7	7 7
PROGRAM ACTIVITIES 1. TOTAL \$ AMT OF SURCHARGE COLLECTIONS IN FISCAL YR 2. TOTAL \$ AMT DISBURSED TO PSAPS IN THE FISCAL YEAR 3. TOTAL \$ AMT DISBURSED TO WSPS IN THE FISCAL YEAR 4. TOTAL \$ AMT DISBURSED TO BOARD ADMIN MATTERS IN FY	7442841	7330000	7480000	7630000	7780000	7940000	7940000	7940000
	2876241	1500000	1500000	1500000	1500000	1500000	1500000	1500000
	0	698000	712000	726000	741000	756000	756000	756000
	289330	332000	338000	345000	352000	359000	359000	359000
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) REVENUES FROM THE USE OF MONEY AND PROPERTY CHARGES FOR CURRENT SERVICES TOTAL PROGRAM REVENUES	612	600	600	600	600	600	600	600
	7,443	7,800	7,800	7,800	7,800	7,800	7,800	7,800
	8,055	8,400	8,400	8,400	8,400	8,400	8,400	8,400
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) SPECIAL FUNDS TOTAL PROGRAM REVENUES	8,055	8,400	8,400	8,400	8,400	8,400	8,400	8,400
	8,055	8,400	8,400	8,400	8,400	8,400	8,400	8,400

A. Statement of Program Objectives

Will administer the collection of assessments from the wireless phone users and distribution of the funds to the public safety answering points (PSAPs) and wireless carriers to upgrade the 911 system to be able to identify and locate wireless 911 callers.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The program's appropriation amount is \$9 million for both FY 10 and FY 11. The Wireless Enhanced 911 Board (the Board) is not requesting an increase in the appropriation ceiling. This amount will allow the program to continue to expend from the 911 Fund, an outside of state treasury special fund, to meet the intent of Act 159/SLH 2004. The program is in compliance with Section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

- 1. Collect monthly assessments from wireless carriers.
- 2. Disburse qualifying reimbursements to PSAPs and wireless carriers for 911 enhancements.
- Contractor was hired to handle operations (collection and disbursement of funds) for the Board.

D. Statement of Key Policies Pursued

It is the policy of the Board to enhance public safety through the proper identification and location of wireless 911 callers within the State of Hawaii.

E. Identification of Important Program Relationships

The program has important relationships with the FCC, State, Federal, and County governments to deploy Phase II e911 service.

F. Description of Major External Trends Affecting the Program

There are no major external trends affecting this program.

G. Discussion of Cost, Effectiveness, and Program Size Data

The costs associated with implementing wireless e911 services have not yet been fully realized. There are program measures identified to measure effectiveness of the program.

H. Discussion of Program Revenue

Program revenues are generated from assessments on wireless phone users and interest income earned on the fund balance. Assessments are mandated by law.

I. Summary of Analysis Performed

None

J. Further Considerations

The Wireless E911 Board will adjust the surcharge once all costs associated with deploying Phase II service for the State is properly identified.

REPORT P61-A

PROGRAM ID:

AGS203

PROGRAM STRUCTURE NO. 11030702

PROGRAM TITLE:

STATE RISK MANAGEMENT & INSURANCE ADMIN

		IN DOLLA	RS	-		IN THOUS			
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15	
OPERATING COST PERSONAL SERVICES OTHER CURRENT EXPENSES	4.00* 193,056 19,041,009	4.00* 228,360 25,262,920	4.00* 324,271 22,762,368	4.00* 324,271 22,762,368	4.0* 324 22,762	4.0* 324 22,762	4.0* 324 22,762	4.0* 324 22,762	
TOTAL OPERATING COST	19,234,065	25,491,280	23,086,639	23,086,639	23,086	23,086	23,086	23,086	
						•			
BY MEANS OF FINANCING	4.00*	4.00*	*	*	*	<u>.</u>	•	•	
GENERAL FUND	4,426,792	4,041,280	1,301,392 4.00*	1,301,392 4.00*	1,301 4.0*	1,301 4.0*	1,301 4.0*	1,301 4.0*	
REVOLVING FUND	14,807,273	21,450,000	21,785,247	21,785,247	21,785	21,785	21,785	21,785	
TOTAL POSITIONS	4.00*	4.00*	4.00*	4.00*	4.00*	4.00*	4.00*	4.00*	
TOTAL PROGRAM COST	19,234,065	25,491,280 	23,086,639 ====================================	23,086,639	23,086	23,086	23,086	23,086	

STATE OF HAWAII

PROGRAM ID: AGS203
PROGRAM STRUCTURE: 11030702
PROGRAM TITLE: STATE RISK MANAGEMENT AND INSURANCE ADMINISTRATION

	FY	FY	FY	FY	FY	FY	FY	FY
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. NO. INSUR POLICIES PROCURED BEFORE EXPIRATION DATE 2. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ 3. AV LENGTH OF TIME TO RECOVER INSURANCE PROCEEDS 4. AV LENGTH OF TIME TO PROCESS LIABILITY LOSS CLAIMS 5. AV TIME TO PROCESS LIABLITY LOSS POTHOLE CLAIMS 6. AV LENGTH OF TIME TO PROCESS AUTO LOSS CLAIMS	3 8 41 69 58 69	3 30 90 90 90	3 15 60 90 75 90	3 15 60 90 75 90	3 15 60 90 75 90	3 15 60 90 75 90	3 15 60 90 75 90	3 15 60 90 75 90
PROGRAM TARGET GROUPS 1. TOTAL NO. OF STATEWIDE INSURANCE POLICIES PROCURED 2. TOTAL NO. OF PROPERTY LOSS CLAIMS PROCESSED 3. TOTAL LIABILITY CLAIMS PROCESSED - EXCL. POTHOLE 4. TOTAL NO. OF LIABILITY POTHOLE CLAIMS PROCESSED 5. TOTAL NUMBER OF AUTOMOBILE LOSS CLAIMS PROCESSED 6. NUMBER OF STATE OFFICIALS AND EMPLOYEES 7. FAIR MARKET VALUE OF STATE BLDGS/CONTENTS (\$ MILL) 8. NUMBER OF STATE VEHICLES	3	3	3	3	3	3	3	3
	348	100	100	100	100	100	100	100
	557	500	500	500	500	500	500	500
	248	300	300	300	300	300	300	300
	459	450	450	450	450	450	450	450
	55000	55000	55000	55000	55000	55000	55000	55000
	1490	1490	1490	1490	1490	1490	1490	1490
	5445	5500	5500	5500	5500	5500	5500	5500
PROGRAM ACTIVITIES 1. TOTAL NUMBER OF STATEWIDE INSURANCE POLICIES 2. TOTAL NUMBER OF PROPERTY LOSS CLAIMS RECEIVED 3. TOTAL NUMBER OF CRIME LOSS CLAIMS RECEIVED 4. TOTAL NUMBER OF LIABILITY CLAIMS RECEIVED 5. TOTAL NUMBER OF AUTOMOBILE CLAIMS RECEIVED 6. NUMBER OF RISK ASSESSMENT REPORTS ISSUED 7. NUMBER OF BUILDING INSPECTION REPORTS ISSUED 8. NO. OF TRAINING SESSIONS PROVIDED TO STATE DEPTS 9. NUMBER OF STATEMENTS OF SELF-INSURANCE ISSUED	3 160 0 829 339 0 2 5 484	3 100 2 900 350 0 5 5	3 100 1 900 425 6 6 4 450	3 100 1 900 425 6 6 4 450	3 100 1 900 425 6 6 4 450	3 100 1 900 425 6 6 4 450	3 100 1 900 425 6 6 4 450	3 100 1 900 425 6 6 4 450
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) REVENUES FROM THE USE OF MONEY AND PROPERTY CHARGES FOR CURRENT SERVICES TOTAL PROGRAM REVENUES	1,118	1,000	800	800	800	800	800	800
	20,655	20,510	18,205	18,205	20,505	20,505	20,505	20,505
	21,773	21,510	19,005	19,005	21,305	21,305	21,305	21,305
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) ALL OTHER FUNDS TOTAL PROGRAM REVENUES	21,773	21,510	19,005	19,005	21,305	21,305	21,305	21,305
	21,773	21,510	19,005	19,005	21,305	21,305	21,305	21,305

A. Statement of Program Objectives

The objective of this program is to operate a comprehensive risk management and insurance program to protect the State against catastrophic losses and to minimize total cost of risk.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The program is reducing in FY 10 & FY 11 \$2,739,888 in general funds to reflect: 1) converting the general funded positions and operating costs of the Program, \$239,336, into the State Risk Management Revolving Fund; 2) 4% budget reduction, or \$552; and 3) \$2.5 million reduction in insurance premiums. The Program also increased the revolving fund by \$335,247 to reflect the converting of Program's operational costs from general fund to revolving fund (\$229,336 for salaries & overtime and \$95,911 for fringe benefits). No new programs are being proposed at this time. The program complies with Section 37-68 (1) (A) (B).

C. <u>Description of Activities Performed</u>

Activities performed include identifying and analyzing automobile, property and liability exposures, determining the frequency and severity of losses, and forecasting of losses to determine the most economical way of financing losses and to develop methods of minimizing exposures to loss. Other activities include claims investigations, processing and tracking.

D. Statement of Key Policies Pursued

The State Risk Management and Insurance Administration, Chapter 41D, HRS, provides the program the authority to and the responsibility of financing or preventing catastrophic losses to the State government. It is the policy of the program to support the Hawaii State Plan in ways that will ensure financial integrity, accountability, and efficiency in government operations through the management or risk.

E. <u>Identification of Important Program Relationships</u>

There are no significant program relationships with Federal, City and County and private sector programs.

F. Description of Major External Trends Affecting the Program

The amount of insurance purchased is based upon the best balance between risk and cost. Cost includes both the cost of insurance policies plus the deductible portions of the insurance policies. Risk is viewed in terms of historical losses and the number of occurrences for a type of loss. In addition, due to the fluctuating insurance markets, the cost of insurance continues to be difficult to project for biennium budget purposes. Although large property losses have decreased in the last 2 years, the cost of property insurance reflects the damages sustained from national catastrophic events, such as Hurricanes Gustov, Ike and tropical storm, Hanna (2008).

G. Discussion of Cost, Effectiveness and Program Size Data

The State Risk Management Revolving Fund was established to centralize the financing of losses. Statewide property, crime and liability insurance policies are purchased to protect against catastrophic losses. Loss control services, to protect the State's assets, provide a safe environment and ensure uninterrupted service to the public, are being conducted by the insurance broker. Claims adjusting services are done entirely in-house reducing the processing cost and improving quality.

H. Discussion of Program Revenue

The State Risk Management Revolving Fund receives proceeds from insurance settlements, restitutions, interest from participation in the statewide investment pool on unexpended funds, and assessments from agencies benefiting from insurance coverage.

PROGRAM PLAN NARRATIVE

AGS 203: STATE RISK MANAGEMENT AND INSURANCE ADMINISTRATION

11 03 07 02

I. Summary of Analysis Performed

None.

J. Further Considerations

None.

OPERATING AND CAPITAL EXPENDITURES

PROGRAM ID:

AGS211

PROGRAM STRUCTURE NO. 11030703

PROGRAM TITLE:

LAND SURVEY

		IN THOUSANDS						
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST PERSONAL SERVICES OTHER CURRENT EXPENSES EQUIPMENT	17.00* 808,141 40,662 3,860	17.00* 829,303 352,404	14.00* 780,884 327,802	14.00* 780,884 327,802	14.0* 781 328	14.0* 781 328	14.0* 781 328	14.0* 781 328
TOTAL OPERATING COST	852,663	1,181,707	1,108,686	1,108,686	1,109	1,109	1,109	1,109
				·				
BY MEANS OF FINANCING								
	17.00*	17.00*	14.00*	14.00*	14.0*	14.0*	14.0*	14.0*
GENERAL FUND	847,251	896,707	823,686	823,686	824	824	824	824
	*	*	*	* !	*	*	*	*
INTERDEPT. TRANSFER	5,412	285,000	285,000	285,000	285	285	285	285
TOTAL POSITIONS	17.00*	17.00*	14.00*	14.00*	14.00*	14.00*	14.00*	14.00*
TOTAL PROGRAM COST	852,663	1,181,707	1,108,686	1,108,686	1,109	1,109	1,109	1,109

PROGRAM ID: AGS211
PROGRAM STRUCTURE: 11030703
PROGRAM TITLE: LAND SURVEY

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS								
AV NO. OF DAYS TO COMPLETE A FIELD SURVEY COMPLETED DESCRIPTION OF LANDS AS % OF REQUESTS AVE NO. OF DAYS TO PROCESS LC & FP MAPS AV NO. OF DAYS TO PRODUCE A DESCRIPTION OF LANDS AV NO. OF DAYS TO PROCESS SHORELINE CERTIFICATION	15 80 23 15 41	15 80 15 15 40	20 60 15 20 40	20 60 15 20 40	20 60 15 20 40	20 60 15 20 40	20 60 15 20 40	20 60 15 20 40
PROGRAM TARGET GROUPS								
 NO. REQUESTS FOR FIELD SURVEY - STATE-OWNED LANDS NO. REQUESTS FOR DESCRIPTIONS - STATE-OWNED LANDS OWNERS OF LD CT & OTHER LANDS(TTL NO. MAPS RECD) OWNERS OF BEACHFRONT PROPRTY(TTL NO CERT REQ RECD) 	13 110 205 121	12 110 250 140	25 110 250 140	25 110 250 140	25 110 250 140	25 110 250 140	25 110 250 140	25 110 250 140
PROGRAM ACTIVITIES								
NO. OF REQUESTS FOR FIELD SURVEYS COMPLETED NO OF REQUESTS FOR DESCRIPTION OF LANDS COMPLETED NO. OF LAND COURT AND FILE PLAN MAPS COMPLETED NO. OF SHORELINE CERTIFICATIONS COMPLETED	12 114 214 121	12 80 250 140	7 66 250 140	7 66 250 140	7 66 250 140	7 66 250 140	7 66 250 140	7 66 250 140
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)								
CHARGES FOR CURRENT SERVICES NON-REVENUE RECEIPTS	57 285							
TOTAL PROGRAM REVENUES	342	342	342	342	342	342	342	342
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)								
GENERAL FUNDS	57 285							
ALL OTHER FUNDS TOTAL PROGRAM REVENUES	342	342	342	342	342	342	342	342

A. Statement of Program Objective

To assist in protecting the rights of public and private land ownership by providing field survey services and descriptions of surveyed lands.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

The program proposed a reduction of three vacant positions along with its appropriated funds. The reduction will result in the backlog of field surveys, production of maps and descriptions, and reviews of shoreline certification. Approximately 260 requests are received by the program annually. State agencies will experience delays in survey requests and development or construction projects will be affected.

C. <u>Description of Activities Performed</u>

Major activities include statewide field surveying services and furnishing of maps and descriptions of all government and selected private lands as a service to State Agencies who require this program's technical assistance. Maps and descriptions are utilized by these agencies for various types of land transactions.

Checking and processing all Land Court and File Plan maps referred by the Land Court and the Bureau of Conveyances, respectively, prior to these maps being adjudicated and recorded.

Assist the Department of Land and Natural Resources (DLNR) by reviewing all shoreline applications statewide. Maps are reviewed, checked on the ground as needed and recommendations forwarded to the Chairman of the Board of Land and Natural Resources.

The State is now required to respond through the Circuit Courts on all "Quiet Title Actions" in which the State is cited as the defendant. The interest of the State as well as the general public are thoroughly researched and reported to the Attorney General. The program is also involvement in litigation as expert witness.

D. Statement of Key Policies Pursued

In support of the Hawaii State Plan, the program provides office and field land surveying services to facilitate the achievements of priority directives of the Agencies serviced. Included as part of the policy is the protection of the State government and individuals property rights.

For the State's socio-cultural advancement with regard to housing, the program will assist in effectively accommodating the housing needs of Hawaii's people. Subdivision maps submitted by the Hawaii Public Housing Authority, Department of Hawaiian Home Lands and the private sector are checked and processed in a timely manner.

To aid in exercising an overall conservation ethic in the use of Hawaii's resources, the program reviews all shoreline certification applications to insure conformance with existing shoreline statutes.

E. Identification of Important Program Relationships

Although essential activities exist between this program and other government agencies as well as others in the private sector, respective objectives of the parties involved are distinct and do not warrant integration.

On land litigations, the Department of the Attorney General relies on the program's expertise and professional knowledge as expert witness.

F. <u>Description of Major External Trends Affecting the Program</u>

The amendment to Chapters 205 and 669, HRS, Shoreline Setback Act and "Quiet Title Actions", significantly increased the program's workload. Special attention is concentrated in preserving the public's rights to access along beaches, forest lands and historic sites. In addition, previously unaccounted for old school grants, government remnants, and government roads have been claimed on behalf of the State. Numerous illegal use of Government lands especially along shorelines have been detected and reported to the DLNR. Subsequent actions by the DLNR have resulted in the sale or lease of lands or assessment of penalties that resulted in increased revenues.

G. Discussion of Cost, Effectiveness and Program Size Data

Acquisition of computers, scanners and electronic surveying instruments together with the use of the e-mail and the internet have expedited services and improved accessibility to the public and government agencies requesting maps and survey information. However, limited funding and staff reductions will impact the program's effectiveness.

H. Discussion of Program Revenue

Revenues for this program are derived from the sale of copies of maps and descriptions and prints of Land Court and File Plan maps. Charges are also assessed for the checking and processing of all Land Court and File Plan subdivision maps and field check of original Land Court Applications.

Summary of Analysis Performed

An in-depth program analysis has not been performed for this program.

J. Further Consideration

Rapidly changing technology in the field of computers and surveying equipment requires the program's constant need to update its software and equipment. The continued observations of the latest developments in equipment methology are a necessary ingredient for a successful operation.

OPERATING AND CAPITAL EXPENDITURES

PROGRAM ID:

AGS223

PROGRAM STRUCTURE NO. 11030704

PROGRAM TITLE:

OFFICE LEASING

		IN DOLLA	RS	-		IN THOUS	SANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
CURRENT LEASE PAYMENTS				İ				
OTHER CURRENT EXPENSES	6,839,900	6,839,900	6,839,900	6,839,900	6,840	6,840	6,840	6,840
TOTAL CURRENT LEASE PAYMENTS C	6,839,900	6,839,900	6,839,900	6,839,900	6,840	6,840	6,840	6,840
				i				**********
BY MEANS OF FINANCING								
GENERAL FUND	4,739,600	4,739,600	4,739,600	4,739,600	4,740	4,740	4,740	4,740
INTERDEPT. TRANSFER	2,100,300	2,100,300	2,100,300	2,100,300	2,100	2,100	2,100	2,100
OPERATING COST	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
PERSONAL SERVICES	267,597	294,885	299,868	299,868	300	300	300	300
OTHER CURRENT EXPENSES EQUIPMENT	9,580,093 2,807	9,520,756	9,015,773	9,015,773	9,016	9,016	9,016	9,016
TOTAL OPERATING COST	9,850,497	9,815,641	9,315,641	9,315,641	9,316	9,316	9,316	9,316
				i				
BY MEANS OF FINANCING				!				
	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
GENERAL FUND	6,450,797	6,415,941	5,915,941	5,915,941	5,916	5,916	5,916	5,916
INTERDEPT. TRANSFER	3,399,700	3,399,700	3,399,700	3,399,700	3,400	3,400	3,400	3,400
TOTAL POSITIONS	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*
TOTAL PROGRAM COST	16,690,397	16,655,541	16,155,541	16,155,541	16,156	16,156	16,156	16,156

PROGRAM ID: AGS223
PROGRAM STRUCTURE: 11030704
PROGRAM TITLE: OFFICE LEASING

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS						2012 10	2010 11	2011 10
 # OF LEASING SVCS REQUESTS PROC AS % REQ RECEIVED AV NO. OF DAYS FROM REQUEST TO EXECUTED LEASE # LEASE PAYMTS TO VENDORS COMPL BY PAYMT DUE DATE 	98 238 1968	98 210 1968	98 210 1908	98 210 1908	98 210 1908	98 210 1908	98 210 1908	98 210 1908
PROGRAM TARGET GROUPS 1. TOTAL NUMBER OF STATE DEPARTMENTS AND AGENCIES	,	15	. 45	45	4.5	4.5	4.5	4.5
2. NUMBER OF EMPLOYEES	16 5100	5100	15 5000	15 5000	15 5000	15 5000	15 5000	15 5000
PROGRAM ACTIVITIES								
 NO. OF REQUESTS FOR OFFICE LEASING SERVICES NO. OF OFFICE LEASES CONSUMMATED NO. OF OFFICE LEASE PAYMENTS COMPLETED 	45 27 1968	40 35 1968	40 35 1908	40 35 1908	40 35 1908	40 35 1908	40 35 1908	40 35 1908
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)								
REVENUES FROM THE USE OF MONEY AND PROPERTY	5,526	5,526	5,526	5,526	5,526	5,526	5,526	5,526
TOTAL PROGRAM REVENUES	5,526	5,526	5,526	5,526	5,526	5,526	5,526	5,526
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)								
GENERAL FUNDS ALL OTHER FUNDS	26 5,500							
TOTAL PROGRAM REVENUES	5,526	5,526	5,526	5,526	5,526	5,526	5,526	5,526

A. Statement of Program Objectives

The objective of this program is to provide centralized office leasing services to user agencies in the acquisition of any office space in a nonstate-owned building in compliance with Section 171-30, HRS.

B. Description of Request and Compliance with Section 37-68 (1)(A)(B)

The program will reduce general funds by \$777,279 as part of the departmental budget reduction. No new programs are being proposed. The program complies with Section 37-68 (1) (A) (B).

C. <u>Description of Activities Performed</u>

This program provides leasing services for all state agencies of the Executive Branch, with the exception of Hawaii Community Development Authority, Housing and Community Development Corporation of Hawaii, and the University of Hawaii. It assists user agencies in assessing their lease space needs and complying with office space standards, locates suitable office space, negotiates lease terms and conditions including provisions for tenant improvements, prepares lease agreements, and processes applicable leases for recordation at the Bureau of Conveyances. The program staff acts as tenant representatives by initiating and/or coordinating and managing necessary renovation projects for leased office space; monitoring and ensuring the delivery of proper services provided for in leases

such as air conditioning, custodial and grounds maintenance, and coordinating with the department's Central Services Division in providing building operation services where applicable. The program tracks existing leases and renegotiates each as required.

The program processes requests for lease payments, and bills and collects lease rent reimbursements from user agencies, as applicable.

D. Statement of Key Policies Pursued

The program collects and compiles data for determining geographic lease cost indexes, conducts market surveys and other data to determine current and future trends in the commercial office market. The key policies of cost effectiveness and service pursued by the program are in keeping with the objectives and policies of the Hawaii State Plan and the interim planning documents.

E. Identification of Important Program Relationships

The program services all state departments of the Executive Branch upon request and to the needs of the user agencies as well as applicable funding and other restrictions or requirements. Timely completion of office lease arrangements can have a direct impact on the program in providing services to other state agencies and to the general public.

Office space and most of the related building services are usually contracted for

through private sector landlords. Lease rental payments as well as compliance with lease terms and conditions are contractual obligations of the State.

F. Description of Major External Trends Affecting the Program

The Honolulu office market is reacting to national and global economics, whereby signs of recession and tight credit are affecting business optimism and consumer confidence. Rising unemployment in Hawaii of around 4.5% (6.5% nationally), and the slowdown in tourism, retailing and the construction industry, have all contributed to the rise in the office vacancy rate which began around mid-2007.

With economic conditions anticipated to remain on a downward trend, a turnaround of the commercial office market is not expected until 2010.

Despite rising vacancies, landlords still have a slight edge in negotiating rents. A vacancy rate of 10% generally represents the equilibrium between a landlord's and tenant's market. However, landlords are beginning to consider concessions such as free rent and improvement allowances to attract new tenants and retain existing ones.

G. Discussion of Cost, Effectiveness, and Program Size Data

The Leasing Program continues to pursue the most favorable lease rates and terms in any given commercial office market. The program respond to the leasing needs of State agencies as efficiently as possible, with emphasis on placing new programs in lease space in order to expedite their servicing of the public, and meeting the needs of federal mandates, legislative requirements, disaster preparedness, etc.

To meet general fund administrative reductions of \$777,279 and legislative reductions of \$260,000, the program will need to achieve major savings through a

combination of lease terminations, lease rent renegotiations, and lease consolidations.

H. Discussion of Program Revenue

The program does not generate revenue.

I. Summary of Analysis Performed

The program continues to operate under policies of the Hawaii State Plan and departmental goals and objectives.

J. Further Considerations

There are no further considerations.

OPERATING AND CAPITAL EXPENDITURES

PROGRAM ID:

AGS221

PROGRAM STRUCTURE NO. 11030801

PROGRAM TITLE:

		IN DOLLA	K2			IN THOUS	ΔNI)S	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	16.00*	16.00*	16.00*	16.00*	16.0*	16.0*	16.0*	16.0*
PERSONAL SERVICES	1,908,422	2,538,989	2,538,989	2,538,989	2,539	2,539	2,539	2,539
OTHER CURRENT EXPENSES	996,029	2,650,000	2,650,000	2,650,000	2,650	2,650	2,650	2,650
EQUIPMENT	33,071				·			
TOTAL OPERATING COST	2,937,522	5,188,989	5,188,989	5,188,989	5,189	5,189	5,189	5,189
BY MEANS OF FINANCING								
	16.00*	16.00*	16.00*	16.00*	16.0*	16.0*	16.0*	16.0*
GENERAL FUND	1,557,792	1,188,989	1,188,989	1,188,989	1,189	1,189	1,189	1,189
REVOLVING FUND	1 270 720	* 000 000	* *	*	*	*	*	*
REVOLVING FUND	1,379,730	4,000,000	4,000,000	4,000,000	4,000	4,000	4,000	4,000
CAPITAL IMPROVEMENT COSTS								
PLANS	8,696,000	8,797,000	8,611,000	8,111,000	8,715	8,715	8,970	8,970
LAND ACQUISITION	2,000	2,000	2,000	2,000	2	2	2	2
DESIGN	2,076,000	1,296,000	1,701,000	1,451,000	1,401	1,151	901	901
CONSTRUCTION	11,441,000	8,979,000	30,650,000	34,925,000	17,941	15,388	12,341	12,341
EQUIPMENT	520,000	1,396,000	111,000	111,000	410	410	111	111
TOTAL CAPITAL EXPENDITURES	22,735,000	20,470,000	41,075,000	44,600,000	28,469	25,666	22,325	22,325
				· · · · · · · · · · · · · · · · · · ·				
BY MEANS OF FINANCING G.O. BONDS	22,735,000	20,470,000	41,075,000	44,600,000	28,469	25,666	22,325	22,325
TOTAL POSITIONS	16.00*	16.00*	16.00*	16.00*	16.00*	16.00*	16.00*	16.00*
TOTAL PROGRAM COST	25,672,522	25,658,989	46,263,989	49.788.989	33,658	30,855	27,514	27,514

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:
PROGRAM TITLE:
PUBLIC WORKS - PLANNING, DESIGN, AND CONSTRUCTION

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS			-	_	_			
AV VARIANCE BETWEEN EST & ACTUAL BID OPENING DATES AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE	.1 101	3 100	3 100	3 100	3 100	3 100	100	100
AV VAR BTWN EST & ACTUAL CONSTR COMPLETIN DATES	3	3	3	3	3	3	3	3
4. AV COST CHANGE ORDERS AS % AV ACTUAL CONST COST 5. FOR TTL CIP REQUIRED, % OF FUNDS ACTUALLY APPROP	. 65	3 100	3 100	100	3 100	3 100	3 100	3 100
					,,,,			
PROGRAM TARGET GROUPS 1. CAPITAL IMPROV APPROPRIATIONS (IN \$100,000)	1170	841	1000	1000	1000	1000	1000	1000
2. PUBLIC BUILDINGS, REPAIRS & ALTERATIONS (\$100,000)	.95	0	3	3	3	3	3	3
PROGRAM ACTIVITIES								
TOTAL COSTS OF FAC OR PROJECT UNDER DESIGN (\$MILL)	400	500	500	500	500	500	500	500
2. PROJ UNDER CONSTRUCTION DURING FY (EST COST \$MILL)	289	300	300	300	300	300	300	300
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)								
REVENUES FROM THE USE OF MONEY AND PROPERTY	73	73	73	73	73	73	73	73
CHARGES FOR CURRENT SERVICES FINES, FORFEITS AND PENALTIES	1,228 20	703	703	703	703	703	703	703
NON-REVENUE RECEIPTS	1,385	385	385	385	385	385	385	385
TOTAL PROGRAM REVENUES	2,706	1,161	1,161	1,161	1,161	1,161	1,161	1,161
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)								
GENERAL FUNDS SPECIAL FUNDS	20 525							
ALL OTHER FUNDS	2,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161
TOTAL PROGRAM REVENUES	2,706	1,161	1,161	1,161	1,161	1,161	1,161	1,161

A. Statement of Program Objective

The objective of this program is to ensure provision of approved physical facilities necessary for the effective operation of State programs by providing timely and economical design and construction services within assigned areas of responsibility.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

This capital improvement program (CIP) request includes funding to continue with the statewide improvements to address health and safety and energy conservation initiatives in public buildings and sites, including the Aloha Stadium and statewide communications network infrastructure.

The Lump Sum Health and Safety – Aloha Stadium project will repair and upgrade existing facility systems essential to the continued safe use of the stadium by the public for at least another twenty to thirty years. The scope includes detailed forensic analysis of the structural components and exterior protective coatings, an electrical needs assessment, and the design for the repair and upgrade work, complete. Construction is comprehensive and will take place over the span of roughly five consecutive years. This request includes the construction to address structural, corrosion, protective coatings, waterproofing and utilities work, as well as additional handrails, continued replacement of the high roof, additional toilets, new elevators, and utility upgrades. Maintenance efforts have been stretched as far as possible to defer comprehensive renovation of the stadium. If these issues remain neglected, the safety of the facility users may be severely compromised.

The Lump Sum Health And Safety – Information and Communication Services Division, Statewide, project provides for repairs, upgrades and expansion of critical communications backbone systems, including the Statewide Anuenue & Hawaiian Microwave Systems and the Windward, North Shore and Central Oahu Radio Sites. Completion of the statewide backbone of the State and Coast Guard

Anuenue Microwave System by construction of State owned radio and fiber optic links would provide for connection of agencies to the Anuenue backbone. Additional funds for communications infrastructure essentials are requested to complete on-going Hawaiian Microwave System repairs due to construction cost increases. The Windward, North Shore and Central Oahu Radios Sites project begins the development of a chain of properly located radio facilities and a digital microwave loop system to interconnect microwave links that support the continued and growing need for public safety radio in the windward and north shore areas of Oahu.

This program reflects reductions taken for \$45,697 for FY2010 and FY2011 by reducing overtime and other adjustments.

The program complies with Section 37-68(1)(A)(B).

C. Description of Activities Performed

The program provides centralized planning, architectural and engineering and construction management services to DAGS and other departments of the Executive Branch, Judiciary, Legislature, and others as delegated or upon request. It conducts site selection studies, coordinates the acquisition of land; master plan proposed improvements to the sites; designs and constructs the buildings, facilities and other improvements; acquires furniture and equipment for these facilities; reviews office space needs for all departments; and prepares and implements longrange facility plans for meeting administrative space requirements for all agencies.

The Energy Conservation Improvements, Statewide, and Lump Sum Maintenance of Existing Facilities, Statewide, requests focus on all work necessary to: complete critical health and safety repair, replacement and upgrades, especially of deteriorated air conditioning systems; to upgrade lighting systems, retrocommission or conduct energy surveys of existing facilities; and upgrade and implement facility management initiatives for conserving energy and non-renewable resources to maximize energy conservation benefits and to meet the mandates of Act 77, SLH 2002.

D. Statement of Key Policies Pursued

In designing facilities, spaces provided are optimized in terms of size, use, configuration, location and necessary utilities. The program attempts to provide these spaces as effectively as possible, by striking a balance between aesthetics, function, purpose, materials and cost.

Costs for operation and maintenance are also factored into the design by incorporating energy efficient systems for elements such as lighting, electrical systems, water heating and ventilation systems. Finally, the program is concerned H. Discussion of Program Revenue with expediting the design and construction so that the facilities will be available for use by user agencies.

E. Identification of Important Program Relationships

The dollar value of appropriations and number of projects that designate DAGS as the expending agency vary annually. These projects are implemented upon request I. Summary of Analysis Performed by user agencies. Therefore, the program's target group size workload is dependent to a large degree on work requested by other agencies and the types of projects for which appropriations are received.

F. Description of Major External Trends Affecting the Program

Hawaii's economic condition, tax revenues and demographics affect competition for construction projects (i.e. bid prices and numbers of bidders), the number of projects and dollar amounts appropriated for projects and types of projects assigned to the program (e.g., new construction, renovations, repairs and alterations of State facilities, furniture/equipment, etc.).

G. Discussion of Cost, Effectiveness and Program Size Data

FY2007-2008 actual expenditures were less due to total actual revolving fund expenditures for supplies, services and equipment for CIP projects and vacation and sick leave taken by CIP-funded staff was significantly lower than the budgeted expenditure ceiling.

CIP appropriations are estimated based on the amount appropriated to DAGS -Public Works as the expending agency in Acts 102 and 158, SLH 2008. The total amount appropriated or delegated to the program for CIP managed by DAGS was \$39.6 million of which \$10.9 million was allocated for energy conservation and the statewide maintenance of existing facilities, \$2.9 million for ICSD health and safety and \$25.9 million for the Aloha Stadium Repair project.

Program revenue is derived from minor amounts collected for; annual interest earned investment pool accounts for capital improvement projects managed by the Department of Budget and Finance; the sale of copies of public documents per Section 92-21, HRS; rebate from "pcard" charge card purchases and assessments to CIP projects in accordance with Section 107-1.5, HRS.

No in-depth analyses have been conducted for this request.

J. Further Considerations

This program has no further considerations.

REPORT P61-A

PROGRAM ID:

AGS231

PROGRAM STRUCTURE NO. 11030802

PROGRAM TITLE:

CENTRAL SERVICES - CUSTODIAL SERVICES

		IN DOLLA	RS			IN THOUS	SANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	158.50*	155.50*	149.50*	149.50*	150.5*	150.5*	150.5*	150.5*
PERSONAL SERVICES	5,093,485	5,128,497	4,948,317	4,948,317	4,947	4,947	4,947	4,947
OTHER CURRENT EXPENSES	13,335,616	10,712,316	10,712,355	10,712,355	10,713	10,713	10,713	10,713
EQUIPMENT	35,008					•		
MOTOR VEHICLE	22,060			İ				
TOTAL OPERATING COST	18,486,169	15,840,813	15,660,672	15,660,672	15,660	15,660	15,660	15,660
	gain seat time who gifts with high find that the same day also have been also have been a self-enter-		ander tales came acces decer decer acces pairs acted areas came acces acces.	den den septe men den den septe den septe sem gele sem gele septe				
BY MEANS OF FINANCING				1				
	158.50*	155.50*	149.50*	149.50*	150.5*	150.5*	150.5*	150.5*
GENERAL FUND	17,548,110	14,888,068	14,707,927	14,707,927	14,708	14,708	14,708	14,708
SPECIAL FUND	44,058	58,744	58,744	58,744	58	58	58	[′] 58
INTERDEPT. TRANSFER	894,001	894,001	894,001	894,001	894	894	894	894
TOTAL POSITIONS	158.50*	155.50*	149.50*	149.50*	150.50*	150.50*	150.50*	150.50*
TOTAL PROGRAM COST	18,486,169	15,840,813	15,660,672	15,660,672	15,660	15,660	15,660	15,660

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:

AGS231
11030802
CENTRAL SERVICES - CUSTODIAL

FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
80 80	80 80	80 80	80 80	80 80	80 80	80 80	80 80
78	78	78	78	78	78	78	78
132 2.7	132 2.7	126 2.7	126 2.7	126 2.7	126 2.7	126 2.7	126 2.7
938 938	15 953 968	15 953 968	15 953 968	15 953 968	15 953 968	15 953 968	15 953 968
44 894	15 59 894	15 59 894	15 59 894	15 59 894	15 59 894	15 59 894	15 59 894 968
	2007-08 80 80 78 132 2.7 938 938 44 894	2007-08 2008-09 80 80 78 78 132 132 2.7 2.7 938 953 938 968 15 44 59	2007-08 2008-09 2009-10 80 80 80 80 80 80 78 78 78 132 132 126 2.7 2.7 2.7 938 953 953 938 968 968 44 59 59 894 894 894	2007-08 2008-09 2009-10 2010-11 80 80 80 80 80 80 80 80 78 78 78 78 132 132 126 126 2.7 2.7 2.7 2.7 938 953 953 953 938 968 968 968 15 15 15 15 44 59 59 59 894 894 894 894	2007-08 2008-09 2009-10 2010-11 2011-12 80 80 80 80 80 80 80 80 80 80 78 78 78 78 78 132 132 126 126 126 2.7 2.7 2.7 2.7 2.7 938 953 953 953 953 938 968 968 968 968 44 59 59 59 59 894 894 894 894 894	2007-08 2008-09 2009-10 2010-11 2011-12 2012-13 80 80 80 80 80 80 80 80 80 80 80 80 80 80 78 78 78 78 78 78 78 132 132 126 126 126 126 126 2.7	2007-08 2008-09 2009-10 2010-11 2011-12 2012-13 2013-14 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 78 78 78 78 78 78 78 132 132 126 126 126 126 126 126 2.7

A. Statement of Program Objectives

To maintain assigned public buildings in a clean and safe condition by providing a variety of custodial services.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

A program reduction of \$784,424 is being proposed to address projected statewide budget shortfalls. These reductions consist of eliminating six (6) vacant Janitor II positions for \$180,180 and operating funds of \$604,244. The program complies with Section 37-68(1)(A)(B)

C. Description of Activities Performed

The program performs building management functions for assigned facilities statewide. With the complexity of mechanical systems found in newer buildings and progressive aging of existing ones, program responsibilities and scope of work have significantly increased. In order to meet these challenges, management initiatives have been implemented that places greater emphasis on the "user as client" relationship. In this respect, an Internet based work order request system has been implemented for assigned public facilities on Oahu.

The major activities provided by this program include building management functions to address, respond and evaluate user and occupant concerns; monitoring maintenance contracts; providing housekeeping services; ensuring that preventative maintenance and alteration functions are performed adequately and in a timely manner; and establishing energy management policy and monitoring of energy consumption for all assigned buildings.

D. Statement of Key Policies Pursued

The program supports Chapter 226-14 the Hawaii State Plan that is to accommodate the custodial requirements of agencies housed in DAGS managed facilities. Additionally, energy conservation and efficiency practices are promoted through a computerized system that monitors and controls air conditioning use in major buildings on Oahu. These activities are pursued in accordance with Chapter 226-18 of the Hawaii State Plan.

E. <u>Identification of Important Program Relationships</u>

The program is not involved in any significant relationships with other agencies.

F. Description of Major External Trends Affecting the Program

Hawaii's dependency on oil and the impact of volatile world oil prices has created funding shortfalls over the last couple of years. Although prices have declined from record levels due to the worldwide economic slowdown, future increases are expected in the coming years.

G. Discussion of Cost. Effectiveness and Program Size Data

Program effectiveness and costs are controlled through the development of standardized work procedures for janitorial staff, careful selection of cleaning products, monitoring of equipment maintenance contracts, preventative maintenance activity, customer satisfaction surveys, and energy conservation practices. Program size data will remain constant for

the coming biennium, as no new facilities are planned to be added to the existing building inventory.

H. <u>Discussion of Program Revenue</u>

The program generates approximately \$2,000 in locker rentals to employees at various locations within the downtown civic center in Oahu.

I. Summary of Analysis Performed

There are no recent studies that have been performed on this program.

J. Further Considerations

None.

OPERATING AND CAPITAL EXPENDITURES

PROGRAM ID:

AGS232

PROGRAM STRUCTURE NO. 11030803

PROGRAM TITLE:

CENTRAL SERVICES - GROUNDS MAINTENANCE

FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
38.50*	38.50*	37.50*	37.50*	37.5*	37.5*	37.5*	37.5*
1,238,279	1,326,332	1,294,532	1,294,532	1,294	1,294	1,294	1,294
715,304	649,293	649,253	649,253	649	649	649	649
10,372			İ				
19,392				* -			
1,983,347	1,975,625	1,943,785	1,943,785	1,943	1,943	1,943	1,943
			i				
38.50*	38.50*	37.50*	37.50*	37.5*	37.5*	37.5*	37.5*
1,983,347	1,975,625	1,943,785	1,943,785	1,943	1,943	1,943	1,943
38.50*	38.50*	37.50*	37.50*	37.50*	37.50*	37.50*	37.50*
1,983,347	1,975,625	1,943,785	1,943,785	1,943	1,943	1,943	1,943
	38.50* 1,238,279 715,304 10,372 19,392 1,983,347 38.50* 38.50*	38.50* 38.50* 1,238,279 1,326,332 715,304 649,293 10,372 19,392 1,983,347 1,975,625 38.50* 38.50* 1,983,347 1,975,625	38.50* 38.50* 37.50* 1,238,279 1,326,332 1,294,532 715,304 649,293 649,253 10,372 19,392 1,983,347 1,975,625 1,943,785 38.50* 38.50* 37.50* 1,983,347 1,975,625 1,943,785	38.50* 38.50* 37.50* 37.50* 37.50* 1,238,279 1,326,332 1,294,532 1,294,532 715,304 649,293 649,253 649,253 10,372 19,392 1,983,347 1,975,625 1,943,785 1,943,785 1,943,785 1,983,347 1,975,625 1,943,785 1,943,785 1,943,785 1,983,347 1,975,625 1,943,785 1,943	38.50* 38.50* 37.50* 37.50* 37.50* 37.5* 1,238,279 1,326,332 1,294,532 1,294,532 1,294 715,304 649,293 649,253 649,253 649 10,372 19,392 1,983,347 1,975,625 1,943,785 1,943,785 1,943 38.50* 38.50* 37.50* 37.50* 37.50* 38.50* 38.50* 37.50* 37.50* 37.50* 38.50* 38.50* 37.50* 37.50* 37.50*	38.50* 38.50* 37.50* 37.50* 37.50* 37.5* 37.5* 1,238,279 1,326,332 1,294,532 1,294,532 1,294 1,294 1,294 10,372 19,392 1,983,347 1,975,625 1,943,785 1,943,785 1,943 1,943 1,943 1,943 1,983,347 1,975,625 1,943,785 1,943,785 1,943,785 1,943 1	38.50* 38.50* 37.50* 37.50* 37.50* 37.50* 37.5* 37.5* 37.5* 37.5* 1,238,279 1,326,332 1,294,532 1,294,532 1,294 1,294 1,294 1,294 10,372 19,392 1,983,347 1,975,625 1,943,785 1,943,785 1,943 1,

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:

AGS232
11030803
CENTRAL SERVICES - GROUNDS MAINTENANCE

	FY							
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. EVALUATIONS FROM GROUNDS SURVEY FROM BLDG OCCUPNTS 2. ANNUAL FACILITY ASSESSMENT SCORES	85	85	85	85	85	85	85	85
	90	90	95	95	95	95	95	95
PROGRAM TARGET GROUPS 1. TOTAL NUMBER OF FACILITIES	119	119	119	119	119	119	119	119
PROGRAM ACTIVITIES 1. NUMBER OF GROUNDSKEEPING POSITIONS 2. TOTAL ACREAGE SERVICED 3. NUMBER OF REFUSE COLLECTION SITES	38	38	37	37	37	37	37	37
	106.3	106.3	106.3	106.3	106.3	106.3	106.3	106.3
	28	28	28	28	28	28	28	28

A. Statement of Program Objectives

To maintain the grounds surrounding assigned public buildings in a neat and attractive condition by providing a variety of grounds maintenance services.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

A program workload adjustment of (\$109,926) for FY10 and FY11 is being proposed to address projected statewide budget deficits due to declining state revenues. These reductions consist of eliminating one (1) Groundskeeper II position amounting to \$31,800 and reductions in operating costs of \$78,126.

C. Description of Activities Performed

The program performs grounds maintenance services at assigned public buildings and contracts out to trim trees at those facilities.

D. Statement of Key Policies Pursued

The program supports Chapter 226-14 the Hawaii State Plan by maintaining grounds at assigned public buildings in a functional, aesthetic, and safe condition providing a variety of grounds maintenance services.

E. Identification of Important Program Relationships

The program relies on AGS 233 Repair and Alterations to make emergency, major, and minor repairs at the facilities. These include irrigation systems, walkways, parking lots, etc.

F. Description of Major External Trends Affecting the Program

Liability issues have necessitated additional and timelier tree trimming to ensure public safety.

G. Discussion of Cost, Effectiveness and Program Size Data

Program effectiveness and costs are controlled through the development of standardized work procedures for grounds staff, monitoring of equipment maintenance contracts, preventative maintenance activity, and customer satisfaction surveys. Program size data will remain constant for the coming biennium, as no new facilities are planned to be added to the existing building inventory.

H. <u>Discussion of Program Revenue</u>

Not applicable

I. Summary of Analysis Performed

There are no recent studies that have been performed on this program.

J. Further Considerations

None.

REPORT P61-A

PROGRAM ID:

AGS233

PROGRAM STRUCTURE NO. 11030804

PROGRAM TITLE:

CENTRAL SERVICES - BUILDING REPAIRS & AL

			IN DOLL/	\RS			IN THOUS	SANDS	
PROGRAM EXPENDITURES		FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST		37.00*	40.00*	39.00*	39.00*	39.0*	39.0*	39.0*	39.0*
PERSONAL SERVICES		1,652,735	1,934,078	1,892,714	1,892,714	1,894	1,894	1.894	1,894
OTHER CURRENT EXPENSES		1,416,554	1,065,870	1.065.911	1,065,911	1,065	1,065	1,065	1,065
EQUIPMENT		64,694		, -,		_,	-,	_,	2,003
MOTOR VEHICLE		123,593			İ				
TOTAL OPERATING COST		3,257,576	2,999,948	2,958,625	2,958,625	2,959	2,959	2,959	2,959
BY MEANS OF FINANCING					!				
		37.00*	40.00*	39.00*	39.00*	39.0*	39.0*	39.0*	39.0*
GENERAL FUND		3,257,576	2,999,948	2,958,625	2,958,625	2,959	2,959	2,959	2,959
TOTAL POSITIONS		37.00*	40.00*	39.00*	39.00*	39.00*	39.00*	39.00*	39.00*
TOTAL PROGRAM COST		3,257,576	2,999,948	2,958,625	2,958,625	2,959	2,959	2,959	2,959
	====	=======================================	-,,,,,	-,,,,,,,,	=======================================	=======================================	=======================================	2,777	2,707
					1				

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:
AGS233
11030804
CENTRAL SERVICES - BUILDING REPAIRS AND ALTERATIONS

	FY							
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. % OF PROGRAM PROJECTS COMPLETED WITHIN TIMETABLE 2. % EMERGENCY REP & ALTERATNS RESPNDED TO IN 48 HRS 3. % OF SATISFACTORY SURVEY EVALUATIONS OF R&A SVCS 4. % OF SATISFACTORY SURVEY EVAL OF SPECIAL PROJECTS	100	100	100	100	100	100	100	100
	100	100	100	100	100	100	100	100
	90	90	90	90	90	90	90	90
	90	90	90	90	90	90	90	90
PROGRAM TARGET GROUPS 1. TOTAL NUMBER OF ASSIGNED STATE BUILDINGS	164	164	164	164	164	164	164	164
PROGRAM ACTIVITIES 1. TTL NO. OF NORMAL REPAIRS & ALTERATIONS PROJECTS 2. TOTAL NUMBER OF EMERGENCY PROJECTS	3176	3200	3300	3300	3300	3300	3300	3300
	1087	1050	1000	1000	1000	1000	1000	1000

A. Statement of Program Objectives

To maintain assigned public buildings in a safe condition and at a high level of utility by providing repair and maintenance services and by making minor alterations.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

A program reduction of \$174,532 is being proposed to address projected statewide budget shortfalls. The reductions consist of eliminating one (1) vacant Plumber I position for \$41,364 and reducing operating expenses of \$133,168. In addition, the program is transferring \$333,000 to AGS 901, General Administrations, for the 2008 legislative restriction. The program complies with Section 37-68(1)(A)(B).

C. Description of Activities Performed

The program provides management and technical and workforce support to upkeep and maintain assigned public buildings, public libraries, health and civic centers statewide. The program administers projects that involve both general funds as well as capital improvement program and repair and alteration funds. With respect to minor and emergency repairs, appropriate staff on Oahu is dispatched to accomplish work orders that are primarily received via an Internet based request system.

All work is performed to preserve the life of buildings as well as safeguard its occupants and public users. Activities involving emergency repairs are

completed immediately to remove unsafe barriers or conditions. In addition, the program provides staff and technical assistance for legislative sessions as well as State and National functions.

D. Statement of Key Policies Pursued

The program supports Chapter 226-14 of the Hawaii State Plan that relates to the preservation and use of public facilities.

E. <u>Identification of Important Program Relationships</u>

The program is not involved in any significant relationships with other agencies.

F. Description of Major External Trends Affecting the Program

The cost of energy and the conservation of natural resources have necessitated the program to look at ways to reduce the consumption of natural resources in State buildings.

G. <u>Discussion of Cost, Effectiveness and Program Size Data</u>

Program costs are controlled through the development of standardized work procedures, bulk purchases and competitive bidding practices. Effectiveness is measured through workload statistics, internal inspections and survey of user satisfaction.

H. <u>Discussion of Program Revenue</u>

Not applicable.

I. Summary of Analysis Performed

No recent studies have been performed on this program.

J. Further Considerations

None.

REPORT P61-A

PROGRAM ID:

AGS240

PROGRAM STRUCTURE NO. 11030901

PROGRAM TITLE:

STATE PROCUREMENT

		IN DOLLAF	?S			IN THOU	JSANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	22.00*	23.00*	19.00*	19.00*	19.0*	19.0*	19.0*	19.0*
PERSONAL SERVICES	1,014,298	1,130,679	1,040,622	1,040,622	1,041	1,041	1,041	1,041
OTHER CURRENT EXPENSES	74,059	98,494	81,039	81,039	81	81	81	81
EQUIPMENT	24,657	•						
TOTAL OPERATING COST	1,113,014	1,229,173	1,121,661	1,121,661	1,122	1,122	1,122	1,122
				i				
BY MEANS OF FINANCING								
	22.00*	23.00*	19.00*	19.00*	19.0*	19.0*	19.0*	19.0*
GENERAL FUND	1,113,014	1,229,173	1,121,661	1,121,661	1,122	1,122	1,122	1,122
TOTAL POSITIONS	22.00*	23.00*	19.00*	19.00*	19.00*	19.00*	19.00*	19.00*
TOTAL PROGRAM COST	1,113,014	1,229,173	1,121,661	1,121,661	1,122	1,122	1,122	1,122

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID: AGS240
PROGRAM STRUCTURE: 11030901
PROGRAM TITLE: STATE PROCUREMENT

	FY	FY	FY	FY	FY	FY	FY	FY
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS								
1. SVC PROCUREMNT DIFF BTWN AWARDED & COMPUTED(\$1000) 2. GOODS PROCURMNT DIFF BTWN AWARDED & COMPUTD(\$1000) 3. PRICE LIST PROCRMNT DIFF BTWN AWRD & COMPUT(\$1000) 4. PROPERTY TRANSFERRED BETWEEN AGENCIES (\$1000) 5. VALUE OF PROPERTY ADDED TO THE INVENTORY (\$1000) 6. MOVING 3-YEAR AV OF ERRORS IN INVENTORY REPORTING 7. % OF PROSUNEL COMPLETED CORE PROCUREMENT TRAINING 8. % OF CONTRACT AWARDS COMPLIANT W/ PROCUREMENT CODE 9. PERCENTAGE OF PROCUREMENT AUDITS COMPLETED 10. % OF PROCUREMENT AUDIT FINDINGS ADDRESSED	1934 270 4678 4575 465391 0 100 100 0	1850 245 4400 4800 450000 0 99 100 0	1500 225 2500 4800 400000 0 99 99	1500 225 2500 4800 400000 0 100 99 0	1500 225 2500 4800 400000 0 99 99	1500 225 2500 4800 400000 0 100 99 0	1600 225 2500 4890 400000 0 99 100 0	1600 225 2500 4800 400000 0 100 100 0
PROGRAM TARGET GROUPS 1. AGENCIES USING SPO TO PREPARE CONTRACTS 2. JURISDICTIONS SERVICED VIA COOP PURCHASING AGREEMT 3. STATEWIDE INVENTORY ACCOUNTS 4. NO. AGENCIES ISSUING HLTH & HUMN SVS SOLICITATIONS	12	12	9	9	9	9	9	9
	20	20	20	20	20	20	20	20
	1044	1045	1045	1045	1045	1045	1045	1045
	31	35	45	35	35	35	35	35
PROGRAM ACTIVITIES 1. NUMBER OF AWARDS FOR PRICE LISTS 2. NUMBER OF AWARDS FOR PROCUREMENT OF SERVICES 3. NO. OF AWARDS FOR PROCUREMENT OF GOODS 4. NUMBER OF ITEMS TRANSFERRED BETWEEN AGENCIES 5. NO. OF INVENTORY TRANSACTIONS AUDITED & PROCESSED 6. NO. OF COMP/RESTRICT HLTH & HMN SVC SOLICITATIONS	29	31	30	30	30	30	30	30
	70	63	60	60	60	60	60	60
	23	20	20	20	20	20	20	20
	2303	2200	2200	2200	2200	2200	2200	2200
	36341	37000	37000	37000	37000	37000	37000	37000
	90	100	100	100	100	100	100	100

A. Statement of Program Objective(s)

The objective of this program is to promote economy, efficiency, effectiveness, and impartiality in the procurement of commodities, services and construction for State and County governments through development, implementation and maintenance of policies and procedures that provide for broad-based competition, accessibility to government contracts, fiscal integrity and responsibility in the procurement process; to procure or supervise the procurement of commodities and services to meet the State's need through economical purchases and inventory control.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

Four vacant positions are being deleted to meet budgetary shortfalls and operating funds will be reduced by \$156,179 to include \$138,724 for personnel costs and \$17,455 for training. The program complies with Section 37-68(1)(A)(B).

C. Description of Activities Performed

The State Procurement Office (SPO) serves as the central procurement office for all governmental bodies of the State by developing and revising laws, rules, policies, and procedures; providing assistance and advice; and developing and maintaining a procurement manual and vendors guide for the procurement of commodities, services, and construction. Purchasing staff activities are directed toward applying the basic principles of standardization of commodities and volume buying on a competitive basis to secure the most favorable prices on commodities and services. Price and vendor lists for common-use groups are published and distributed to all agencies of the Executive Branch, with cooperative participation by the Judiciary, the Legislature, the counties, University of Hawaii, and other separate purchasing jurisdictions. In addition, commodities and services are acquired for agencies through various source

selection methods (i.e. competitive sealed bidding and competitive sealed proposals). This involves the development of specifications and special provisions, the solicitation of offers, the awarding of contracts that result in the delivery of the required commodities or services, and contract administration.

The Inventory Management staff establishes and enforces standards relating to the accounting of State-owned property. These standards are intended to achieve the uniformity necessary to facilitate the safeguarding of State property against unauthorized use or removal, to provide an essential part of the accounting records of State agencies, to assist administrators with the effective management of State property, to provide a basis of property insurance, and to fix property responsibilities of State officials as prescribed by Part XII, Chapter 103D, HRS.

The SPO also directs statewide health and human service procurement activities regarding timeline of activities, planning schedules, gathering community inputs, various methods of procurement and contracting. Centralized activities conducted on behalf of state agencies, ensuring consistency and economy, include procurement, establishment and maintenance of the "List of Qualified Private Providers for Use with the Treatment Method of Procurement"; registration of all applicants responding to requests for proposals (RFPs) and maintenance of the "List of Registered Providers"; and maintenance of a centralized contracts data base and production of reports for use in statewide planning and oversight.

D. Statement of Key Policies Pursued

Key policy thrusts are to capitalize on new technological applications and to train personnel performing procurement functions, including contractors and health and human services providers from the private sector. New technologies offer new possibilities to improve information exchange and training processes. Expanding the training program will improve the corporate knowledge of

agency personnel and better capitalize on their resourcefulness. Reviews and updates of the Hawaii Administrative Rules governing Chapter 103D, HRS, Hawaii Public Procurement Code, and Chapter 103F, HRS, Purchase of Health and Human offer new possibilities to improve information exchange and training processes. Expanding the training program will improve the corporate knowledge of agency personnel and better capitalize on their resourcefulness. Reviews and updates of the Hawaii Administrative Rules governing Chapter 103D, HRS, Hawaii Public Procurement Code, and Chapter 103F, HRS, Purchase of Health and Human Services, will also continue to direct procurement processes. It is the policy of the program to be in support of the Hawaii State Plan by promoting the achievement of efficient, effective, and responsive government by providing necessary procurement services and promoting transparency of government procurement processes.

E. Identification of Important Program Relationships

The SPO is a member of the National Association of State Procurement Officials (NASPO) and the National Institute of Government Purchasing (NIGP). Both organizations provide valuable information and assistance on public procurement and open communications to states and cities with similar processes and rules.

The State of Hawaii is also a member of the Western States Contracting Alliance (WSCA). The alliance consists of fifteen participating states that have formed a purchasing cooperative to create market incentives for a wide range of products to include computers, wireless phones, printers and more.

F. Description of Major External Trends Affecting the Program

The dollar amount for commodities and services procured is related to national inflation rates and to amounts approved for the budgets of State agencies, special projects and the opening of new facilities and programs.

G. Discussion of Costs, Effectiveness and Program Size Data

For the biennium budget, the total position count will be reduced by 17%, falling by four from 23 to 19, while operating funds will be decreased by \$156,179. SPO's customers and stakeholders and the program goals and objectives they are striving to achieve will be adversely impacted with less procurement performed for their direct requirements and fewer centralized services for other procurement functions. The customer base is expected to remain stable but the urgency and necessity for improved procurement practices should increase as austere funding demand greater resourcefulness. Similarly, budget reductions will further widen SPO's gap between resources needed and resources provided.

Requirements continue to expand. Act 194 and Act 203, SLH 2008, mandated additional requirements regarding training and administrative fines without providing any resources. In earlier sessions, Act 142 of SLH 2007 enacted administrative fines, and Act 283 of SLH 2006 increased the small purchase dollar threshold up to \$50,000 and provided purchases between \$25,000 to less than \$50,000 are conducted on an electronic procurement system. No resources were provided.

H. Discussion of Program Revenues

No program revenues are projected for the biennium.

I. Summary of Analysis Performed

No new in-depth analyses have been performed at this time.

J. Further Considerations

There are no further considerations at this time.

REPORT P61-A

PROGRAM ID:

AGS244

PROGRAM STRUCTURE NO. 11030902

PROGRAM TITLE:

SURPLUS PROPERTY MANAGEMENT

		IN DOLLAF	<i>{</i> S			IN THOUS	SANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0×
PERSONAL SERVICES	298,904	258,385	260,062	260,062	260	260	260	260
OTHER CURRENT EXPENSES	21,946	103,561	103,561	103,561	104	104	104	104
MOTOR VEHICLE	1,350,400	1,400,000	1,400,000	1,400,000	1,400	1,400	1,400	1,400
TOTAL OPERATING COST	1,671,250	1,761,946	1,763,623	1,763,623	1,764	1,764	1,764	1,764
				i				
BY MEANS OF FINANCING								
	5.00*	5.00*	5.00*	5.00*¦	5.0*	5.0*	5.0*	5.0
REVOLVING FUND	1,671,250	1,761,946	1,763,623	1,763,623	1,764	1,764	1,764	1,764
TOTAL POSITIONS	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00
	1,671,250	1,761,946	1,763,623	1,763,623	1,764	1.764	1,764	1,764

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:

AGS244
11030902
SURPLUS PROPERTY MANAGEMENT

	FY	FY	FY	FY	FY	FY	FY	FY
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. SURPLUS PROPERTY TRANSFERRED TO DONEES (\$1000) 2. RATIO SVS FEE OVER PROPERTY TRANSFER VALUE (%) 3. ACTUAL DONEES AS % OF ELIGIBLE DONEES	3589	3600	4000	4000	4000	4000	4000	4000
	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
	84	84	84	84	84	84	84	84
PROGRAM TARGET GROUPS 1. NON-PROFIT TAX-EXMPT EDUC & PUBLIC HTH INSTUTNS 2. PUBLIC AGENCY THAT SERVES OR PROMOTES PUB PURPOSE 3. 8(A) BUSINESS DEV/SMALL DISADVANTAGED BUSINESSES	400	400	400	400	400	400	400	400
	24	24	24	24	24	24	24	24
	67	340	340	340	340	340	340	340
PROGRAM ACTIVITIES 1. FED PERSONAL PROP RECEIVED (LINE ITEMS) 2. FED PROP DONATED (LINE ITEMS) 3. ACQ OF STATE PROP FOR UTIL/SALE (LINE ITEMS) 4. DIST OF STATE PROP FOR REUTIL (LINE ITEMS) 5. STATE PROP DISP OF BY PUBLIC SALE (LINE ITEMS)	543 1545 146 131	560 1600 150 135 0	560 1600 150 135 0	560 1600 150 135 0	560 1600 150 135 0	560 1600 150 135 0	560 1600 150 135 0	560 1600 150 135 0
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) REVENUES FROM THE USE OF MONEY AND PROPERTY NON-REVENUE RECEIPTS TOTAL PROGRAM REVENUES	16	15	15	15	15	15	15	15
	1,709	1,709	1,709	1,709	1,709	1,709	1,709	1,709
	1,725	1,724	1,724	1,724	1,724	1,724	1,724	1,724
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) ALL OTHER FUNDS TOTAL PROGRAM REVENUES	1,725	1,724	1,724	1,724	1,724	1,724	1,724	1,724
	1,725	1,724	1,724	1,724	1,724	1,724	1,724	1,724

A. Statement of Program Objective(s)

The program coordinates the transfer of State surplus property and Federal surplus property available through the Federal Surplus Property program to eligible "donees" (state/local government, non-profit organizations that serve or promote a public purpose, qualified small minority owned businesses, tax-exempt educational and public health institutions or organizations).

To achieve the greatest economical use of State and Federal property declared surplus by providing a viable source of surplus goods for re-utilization.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

No new programs are being proposed at this time. The program complies with Section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

In accordance with Public Law 94-519, Federal surplus property generated locally is physically inspected and requested through applications filed with the U.S. General Services Administration. Property allocated to the State is selected, transported, checked, and warehoused by agency personnel for distribution to eligible donees.

A self-service system enables local donees to take immediate delivery of property selected. Neighbor island requests are filled, packed, and shipped via barge. Line items per transaction number from one to twenty-five and often times more.

Based on formal or verbal notices of State disposal, desirable items are physically inspected to determine suitability for further utilization or disposal by public sale. All property selected are transported, checked, and warehoused by

agency personnel for distribution.

Potential State user agencies are advised of the availability of desirable property. Items selected for re-utilization are transferred to the user agency for a nominal service and handling charge.

D. Statement of Key Policies Pursued

Policies governing program operations are directed toward maximum acquisition and fair and equitable distribution of Federal/State surplus property at the least possible cost to eligible donees. Emphasis is placed on the cost-effective utilization of surplus property by those state and local agencies charged with implementing the overall goals, objectives, and policies set forth in the Hawaii State Plan.

E. Identification of Important Program Relationships

As a liaison agency, working relationships are maintained with Federal and State agencies for the acquisition of property and with public agencies at the state and local level who are eligible recipients of surplus property for use in implementing the priority actions mandated by the Hawaii State Plan, and agencies from the private sector whose efforts contribute to the improvement of educational and public health programs. However, the difference in roles and jurisdiction of the respective agencies in the acquisition, warehousing, and distribution process is distinct and precludes integration of programs.

F. Description of Major External Trends Affecting the Program

A number of factors dominating Federal/State program operation include the unpredictable generation of surplus property by types, quantity, and condition; new Federal legislation; changing Federal/State disposal regulations and re-

utilization policies; specific donee requirements; and seasonal trends in donee participation.

G. Discussion of Costs, Effectiveness and Program Size Data

No appreciable changes are anticipated in regards to the program's costs, effectiveness and size.

H. Discussion of Program Revenues

Revenues accumulated from service and handling charges and the sale of surplus Federal and State vehicles and property are deposited into the federal property revolving fund.

Due to the nature of the surplus property program, it is difficult to establish a basis for revenue estimates since the income generated is non-fixed revenue subject to fluctuation according to the types, quantities, and condition of available property and expenditures policies of respective donee agencies.

I. Summary of Analysis Performed

No new in-depth analyses have been performed at this time.

J. Further Considerations

There are no further considerations at this time.

PROGRAM ID:

AGS251

PROGRAM STRUCTURE NO. 11031001

PROGRAM TITLE:

AUTOMOTIVE MANAGEMENT - MOTOR POOL

		IN DOLLAF	?S2			IN THOUS	SANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	12.50*	12.50*	12.50*	12.50*	12.5*	12.5*	12.5*	12.5
PERSONAL SERVICES	726,718	717,268	721,140	721,140	721	721	721	721
OTHER CURRENT EXPENSES	798,002	784,264	784,264	784,264	784	784	784	784
EQUIPMENT	5,621	5,000	5,000	5,000	5	5	5	5
MOTOR VEHICLE	734,408	954,400	954,400	954,400	955	955	955	955
TOTAL OPERATING COST	2,264,749	2,460,932	2,464,804	2,464,804	2,465	2,465	2,465	2,465
BY MEANS OF FINANCING				1				
	12.50*	12.50*	12.50*	12.50*	12.5*	12.5*	12.5*	12.5*
REVOLVING FUND	2,264,749	2,460,932	2,464,804	2,464,804	2,465	2,465	2,465	2,465
TOTAL POSITIONS	12.50*	12.50*	12.50*	12.50*	12.50*	12.50*	12.50*	12.50*
TOTAL PROGRAM COST	2,264,749	2,460,932	2,464,804	2.464.804	2,465	2,465	2,465	2,465

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:
AGS251
11031001
AUTOMOTIVE MANAGEMENT - MOTOR POOL

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
MEASURES OF EFFECTIVENESS								
 AVERAGE OPERATING COST PER VEHICLE MILE TOTAL FLEET MILEAGE PER YEAR PERCENTAGE OF REVENUES OVER EXPENDITURES PROG MOTOR POOL ASSIST DEPTS IN PLAN, BUD FOR VEH KEEP EA RENT AGENCY VEH COST BELOW STWIDE STAND 	108 21 114 21 0	118 22 104 21 0	90 22 96 21 0	90 22 96 21 0	90 22 96 21 0	90 22 96 21 0	22 96 21 0	22 96 21 0
PROGRAM TARGET GROUPS 1. STATE AGENCIES UTILIZING MOTOR POOL & NON-MP VEH	21	21	21	21	. 21	21	21	21
1. STATE ASENSIES STEIZING MISTORY OOE & NOR-WILL VEH	21	21	21	21	. 21	21	21	21
PROGRAM ACTIVITIES 1. MOTOR POOL FLEET RENTAL REVENUES 2. OTHER NON-MOTOR POOL VEHICLE SERVICE REVENUES	2110 357	2110 357	1980 185	1980 185	1980 185	1980 185	1980 185	1980 185
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) REVENUES FROM THE USE OF MONEY AND PROPERTY CHARGES FOR CURRENT SERVICES	37 1,945	37 1,945	37 1,945	37 1,945	37 1,945	37 1,945	37 1,945	37 1,945
TOTAL PROGRAM REVENUES	1,982	1,982	1,982 .	1,982	1,982	1,982	1,982	1,982
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) ALL OTHER FUNDS	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982
TOTAL PROGRAM REVENUES	1,982	1,982	1,982	1,982	1,982	1,982	1,982	1,982

A. Statement of Program Objectives

The objective of the program is to support State agencies by providing safe motor pool vehicle transportation required to perform their official duties.

B. <u>Description of Requests and Compliance with Section 37-68(1)(A)(B)</u>

The program complies with Section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

Activities of the program include the acquisition, operation, repair maintenance, storage, dispatching, replacement, and disposal of its vehicles as well as maintaining records of rentals, assignments, mileage and billing records. The program also provides vehicular maintenance and repair services for non-motor pool vehicles.

D. Statement of Key Policies Pursued

The primary policies pursued by the program are to provide safe, dependable and economical vehicular transportation for state officials and employees requiring the use of state vehicles to meet their transportation requirements.

E. <u>Identification of Important Program Relationships</u>

The program is not directly involved in any significant relationships with other agencies other than providing vehicle rental and maintenance services.

F. <u>Description of Major External Trends Affecting the Program</u>

Major uncontrollable trends affecting the program are: 1) unpredictable cost of fuel, 2) the cost of acquiring replacement vehicles, and 3) the state agency demand for motor pool vehicles.

G. <u>Discussion of Cost, Effectiveness and Program Size Data</u>

The program plans to continue replacement of vehicles more than 8 years old and/or too costly to repair and maintain by acquiring new and used vehicles.

For the budget and planning period, funding is included for audits, insurance coverage and equipment requirements necessary to maintain present levels of service. Program effectiveness and size reflect current service levels.

H. <u>Discussion of Program Revenues</u>

State agencies are assessed rental fees based on vehicle age, size and miles traveled. In addition, the program generates revenue from sale of gasoline, oil and services from agencies utilizing non-pool vehicles. Interest earned from special fund balances are another source of program revenue.

I. Summary of Analysis Performed

An in-depth analysis of the program has not been performed.

J. Further Considerations

There are no further considerations at this time.

REPORT P61-A

PROGRAM ID:

AGS252

PROGRAM STRUCTURE NO. 11031002

PROGRAM TITLE:

AUTOMOTIVE MANAGEMENT - PARKING CONTROL

		IN DOLLAI	RS			IN THOU	ISANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	26.50*	26.50*	26.50*	26.50*	26.5*	26.5*	26.5*	26.5*
PERSONAL SERVICES	1,147,311	1,316,890	1,322,842	1,322,842	1,323	1,323	1,323	1,323
OTHER CURRENT EXPENSES	2,076,015	2,553,241	2,103,241	2,103,241	2,103	2,103	2,103	2,103
EQUIPMENT	25,356	26,575	26,575	26,575	27	27	27	27
TOTAL OPERATING COST	3,248,682	3,896,706	3,452,658	3,452,658	3,453	3,453	3,453	3,453
DV MEANS OF ETHANOTHS								
BY MEANS OF FINANCING								
DEVOLVENO ELIND	26.50*	26.50*	26.50*	26.50*	26.5*	26.5*	26.5*	26.5*
REVOLVING FUND	3,248,682	3,896,706	3,452,658	3,452,658	3,453	3,453	3,453	3,453
TOTAL POSITIONS	26.50*	26.50*	26.50*	26.50*	26.50*	26.50*	26.50*	26.50*
TOTAL PROGRAM COST	3,248,682	3,896,706	3,452,658	3,452,658	3,453	3,453	3,453	3,453

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:
AGS252
11031002
AUTOMOTIVE MANAGEMENT - PARKING CONTROL

	FY							
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. PERCENTAGE UTILIZATION OF PARKING SPACES 2. PERCENTAGE OF REVENUES OVER EXPENDITURES	101	102	105	105	105	105	105	105
	142	110	121	121	121	121	121	121
PROGRAM TARGET GROUPS 1. STATE OFFCIALS-EMPLOYEE & PUB CONDUCTG BUS W/STATE	8550	8500	8400	8400	8400	8400	8400	8400
PROGRAM ACTIVITIES 1. NO. OF SPACES FOR EMPLOYEES & PUBLIC 2. NO. OF PARKING CITATIONS ISSUED (MONTHLY AVERAGE) 3. EMPLOYEE PARKING & PUBLIC PARKING REVENUES	6526	6526	6175	6175	6175	6175	6175	6175
	659	965	965	965	965	965	965	965
	3557	3600	3000	3000	3000	3000	3000	3000
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) REVENUES FROM THE USE OF MONEY AND PROPERTY CHARGES FOR CURRENT SERVICES FINES, FORFEITS AND PENALTIES TOTAL PROGRAM REVENUES	785	785	785	785	785	785	785	785
	2,672	2,648	2,648	2,648	2,648	2,648	2,648	2,648
	225	225	225	225	225	225	225	225
	3,682	3,658	3,658	3,658	3,658	3,658	3,658	3,658
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) ALL OTHER FUNDS TOTAL PROGRAM REVENUES	3,682	3,658	3,658	3,658	3,658	3,658	3,658	3,658
	3,682	3,658	3,658	3,658	3,658	3,658	3,658	3,658

A. Statement of Program Objectives

The objectives of the program are to maintain and allocate parking spaces, assess and collect parking fees, and control parking on State lands under the jurisdiction of the Comptroller.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

The program is in compliance with Section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

Program activities performed include the assignment, patrolling, and controlling of spaces; enforce rules and regulations, and exercising the management functions of the program.

Other related activities include providing parking accommodations for the Legislature when in session; providing accommodations for special functions; providing metered and attendant spaces for the general public; repairing and maintaining parking facilities, signs and meters; and administrative recordkeeping.

Although responsibility is statewide in scope, activities are confined to those geographical areas specifically designated to be under the jurisdiction of the Comptroller.

D. Statement of Key Policies Pursued

The primary policies pursued by the program are to meet the parking demand of state officials, employees and the general public and to maintain parking facilities in a safe and presentable condition.

E. <u>Identification of Important Program Relationships</u>

This program is not directly involved in any significant relationships with other agencies other than providing supportive services.

F. Description of Major External Trends Affecting the Program

There are no major external trends affecting this program.

G. <u>Discussion of Cost</u>, Effectiveness and Program Size Data

There are no significant discrepancies in previously planned cost, effectiveness and program size levels.

H. <u>Discussion of Program Revenues</u>

Program revenues are received from parking fees assessed primarily from government officials and employees, public meter and attendant-controlled lots, parking citations, and investment pool interest earnings.

I. Summary of Analysis Performed

An in-depth analysis of the program has not been performed.

J. <u>Further Considerations</u>

There are no further considerations at this time.

PROGRAM ID:

AGS901

PROGRAM STRUCTURE NO. 110313

PROGRAM TITLE:

GENERAL ADMINISTRATIVE SERVICES

		IN DOLLAF	{S			IN THOUS	SANDS	
PROGRAM EXPENDITURES	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15
OPERATING COST	40.00*	40.00*	40.00*	40.00*	40.0*	40.0*	40.0*	40.0*
PERSONAL SERVICES	2,264,488	2,653,115	2,924,767	2,924,767	2,925	2,925	2,925	2,925
OTHER CURRENT EXPENSES	77,137	85,960	70,138	70,138	70	70	70	70
EQUIPMENT	27,460	10,428	10,428	10,428	10	10	10	10
TOTAL OPERATING COST	2,369,085	2,749,503	3,005,333	3,005,333	3,005	3,005	3,005	3,005
BY MEANS OF FINANCING				1				
	39.00*	39.00*	38.00*	38.00*	38.0*	38.0*	38.0*	38.0*
GENERAL FUND	2,302,036	2,678,050	2,860,043	2,860,043	2,860	2,860	2,860	2,860
	1.00*	1.00*	2.00*	2.00*	2.0*	2.0*	2.0*	2.0*
INTERDEPT. TRANSFER	67,049	71,453	145,290	145,290	145	145	145	145
TOTAL POSITIONS	40.00*	40.00*	40.00*	40.00*	40.00*	40.00*	40.00*	40.00*
TOTAL PROGRAM COST	2,369,085	2,749,503	3,005,333	3,005,333	3,005	3,005	3,005	3,005
						=======	========	=========

PERFORMANCE MEASURES AND PROGRAM REVENUES

PROGRAM ID:
PROGRAM STRUCTURE:
PROGRAM TITLE:

AGS901
110313
GENERAL ADMINISTRATIVE SERVICES

	FY	FY	FY	FY	FY	FY	FY	FY
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MEASURES OF EFFECTIVENESS 1. % OF LATE (INTEREST) PAYMENTS TO TOTAL PAYMENTS 2. % OF INVOICE PAYMNTS PROCESSED WIN 7 WORKING DAYS 3. AV TIME FOR NON-COMPETITIVE RECRUITMENT ACTION 4. AV TIME FOR DELEGATED CLASSIFICATION ACTION 5. NO. OF NON-ROUTINE PERSONNEL CONSULTATIVE SVCS 6. PERCENTAGE OF DATA PROCESSING REQUESTS COMPLETED 7. % OF DP REQUESTS COMPLTD WHICH IMPROVED EFFICIENCY 8. PERCENTAGE OF B&F REQUESTS SUBMITTED BY DUE DATE 9. % OF LEGISLATIVE REQUESTS SUBMITTED BY DATE	.006 95 27 5 250 94 73 100 100	0.1 95 28 4 240 85 81 100	0.1 95 28 4 240 90 70 100	0.1 95 28 4 240 90 70 100	0.1 95 28 4 240 90 70 100	0.1 95 28 4 240 90 70 100	0.1 95 28 4 240 90 70 100	0.1 95 28 4 240 90 70 100
PROGRAM TARGET GROUPS 1. NO. OF DIVISIONS, DISTRICT OFFICES & ATTACHED AGEN 2. TOTAL NUMBER OF EMPLOYEES (PERMANENT/TEMPORARY) 3. TOTAL NO. OF PAYMENT TRANSACTIONS PROCESSED (000) 4. NO. OF INTERNAL VACANCY RECRUITMENT ANNOUNCEMENTS 5. NO. OF DELEGATED CLASSIFICATION ACTIONS TAKEN 6. NO. OF DEPARTMENTAL VACANCIES DURING THE YEAR 7. TOTAL NO. OF DATA PROCESSING REQUESTS PROCESSED 8. NO. OF COMPUTER APPLICATION PROGRAMS ADMINSTERED 9. NO. OF REQUESTS FROM DEPT. OF BUDGET AND FINANCE 10. TOTAL NUMBER OF LEGISLATIVE REQUESTS	18 851.51 35 101 139 173 537 3232 15 40	18 851.51 30 100 140 170 588 3278 15	18 900 30 100 190 170 500 3358 15 40	18 900 30 100 190 170 500 3408 15 40	18 900 30 100 190 170 500 3458 15 40	18 900 30 100 190 170 500 3508 15 40	18 900 30 100 190 170 500 3508 15 40	18 900 30 100 190 170 500 3508 15 40
PROGRAM ACTIVITIES 1. NO. OF EMPLOYEES PROVIDING ADMIN/TECH/CLERICAL SUP 2. NUMBER OF PURCHASING CARDS OUTSTANDING 3. NUMBER OF PAYROLL REGISTERS HANDLED 4. AV NO. OF EPARS PROCESSED PER EMPLOYEE 5. NO. OF EPARS PROCESSED 6. NUMBER OF NON-EPAR ACTIONS PROCESSED 7. NO. OF REQUESTS FOR NON-COMPETITIVE RECRUITMENTS 8. NO. OF REQUESTS FOR DELEGATED CLASSIFICATN ACTIONS 9. NO. OF NEW COMPUTER APPLICATION SYSTEMS INSTALLED 10. NO. OF ADMIN RULES & REORG REQUESTS REVIEWED	36	36	36	36	36	36	36	36
	211	165	165	165	165	165	165	165
	8	8	8	8	8	8	8	8
	3	4	4	4	4	4	4	4
	2248	2200	3400	3400	3400	3400	3400	3400
	5700	5000	3900	3900	3900	3900	3900	3900
	105	100	100	100	100	100	100	100
	139	140	165	165	165	165	165	165
	4	2	2	2	2	2	2	2
	6	4	4	4	4	4	4	4
PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS) CHARGES FOR CURRENT SERVICES TOTAL PROGRAM REVENUES	<u>447</u>	126 126	126 126	126 126	126 126	126 126	126 126	126 126
PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS) GENERAL FUNDS ALL OTHER FUNDS TOTAL PROGRAM REVENUES	331	50	50	50	50	50	50	50
	116	. 76	76	76	76	76	76	76
	447	126	126	126	126	126	126	126

A. Statement of Program Objectives

To enhance program effectiveness and efficiency by formulating policies, allocating resources and administering operations and personnel.

B. <u>Description of Request and Compliance with Section 37-68(1)(A)(B)</u>

There were transfers of \$1,000,000 from AGS-223, AGS-233 and AGS-807 to distribute the legislative reduction imposed on fiscal year 2009 and beyond. The general funded Accountant IV was converted to interdepartmental transfer funds. There was a \$47,178 general fund budget reduction in compliance with the department's reduction. No new programs are being proposed at this time. The program complies with Section 37-68(1)(A)(B).

C. <u>Description of Activities Performed</u>

This program provides executive direction, internal management and administrative services, budgetary and financial administration and services, personnel and procedural services designed to guide and assist departmental programs in accomplishing their respective objectives.

There are four distinct administrative functions in the program. A brief description of major activities by organizational units is as follows:

Office of the Comptroller - This office renders decisions on matters that require policy determination, executive direction, etc. It plans, coordinates and directs departmental programs providing statewide services.

Administrative Services Office - This office provides centralized administrative management and fiscal services and exercises administrative control over

appropriated funds, conduct studies, develops management improvement programs, and prepares reports for management.

Personnel Office - This office administers, develops and coordinates departmental human resource management activities. It functions as the liaison unit with the State's central personnel agency, employee organizations and other agencies affecting employment. It manages the recruitment, selection and placement, classification, labor relations, worker's compensation, employee relations, safety, EEO, and training programs; maintains records of personnel and position transactions; and prepares reports for management and other agencies.

Systems and Procedures Office - This office coordinates all electronic data processing activities for the department, and functionally administers computer application systems and local area networks under the jurisdiction of the State Comptroller. It provides systems and computer programming support for the development, enhancement and maintenance of operational systems requiring computerization; and manages, operates, and maintains the mini-computers, web, file and e-mail servers for the department.

District Office - District Offices are located on Hawaii, Maui and Kauai as administrative arms of the Office of the Comptroller. These offices provide coordinated direction, staff services in the respective counties, and implement delegated staff and program functions affecting the district and private agencies.

D. Statement of Key Policies Pursued

It is the policy of this program to exercise coordinative review and evaluation functions to guide departmental programs. The program maintains flexibility to

accommodate shifts in State priorities and changes in program emphasis of agencies served.

E. Identification of Important Program Relationships

There are no important program relationships identified. However, departmental programs have some cooperative working relationships maintained with agencies in the private sector as well as with agencies from the Federal and County jurisdiction.

F. Description of Major External Trends Affecting the Program

There are no major external trends affecting the program.

G. Discussion of Cost, Effectiveness, and Program Size Data

There were no significant differences between planned effectiveness and program size.

H. Discussion of Program Revenue

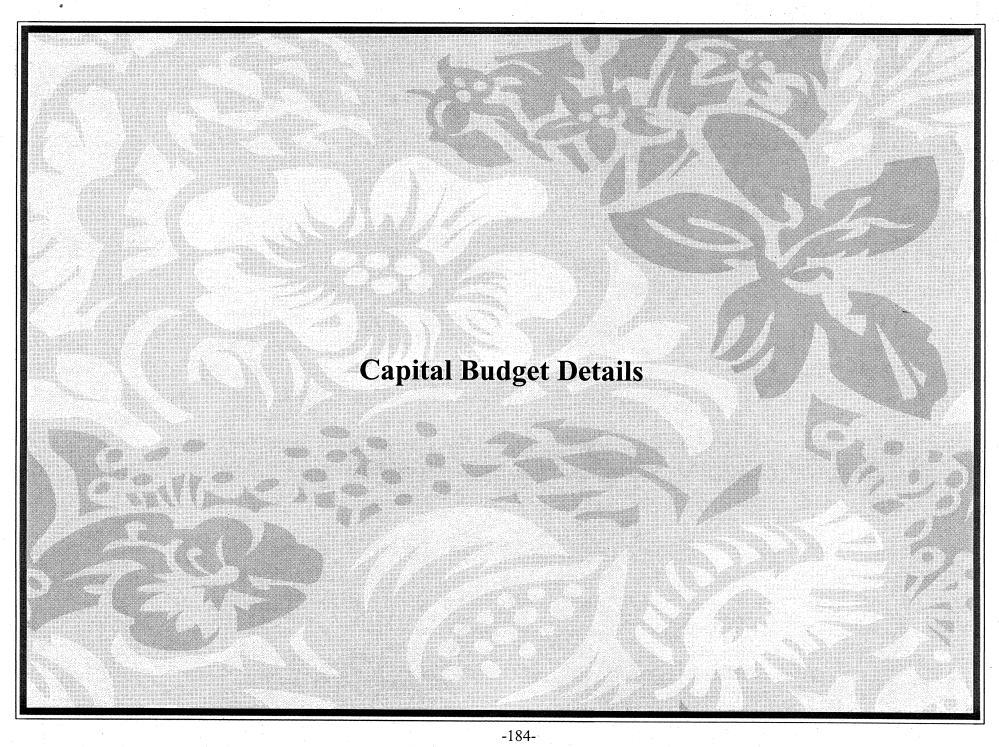
This program does not generate any revenue.

I. Summary of Analysis Performed

In-depth program analysis has not been performed.

J. Further Considerations

Guidance and support are provided for departmental operations through internal policies, administrative decisions and services.



REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78 PAGE 17

PROGRAM ID

AGS-807

PROGRAM STRUCTURE NO. 070102

PROGRAM TITLE

SCHOOL R&M, NEIGHBOR ISLAND DISTRICTS

PROJECT NUMBER	PRIORITY NUMBER	LOC SCOPE	PRO.	JECT TITLE			BUDGET P	ERIOD					
		COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	SUCCEED YEARS
			PROGRAM TOTALS	3									
		DESIGN CONSTRUCTION EQUIPMENT	19,284 321,247 1,000	19,284 321,247 1,000									
		TOTAL	341,531	341,531									
		G.O. BONDS	341,531	341,531									

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT

REPORT B78 PAGE 18

PROGRAM ID

AGS-881

IN THOUSANDS OF DOLLARS

PROGRAM STRUCTURE NO. 080103 PROGRAM TITLE

STATE FOUNDATION ON CULTURE AND THE ARTS

PROJECT NUMBER	PRIORITY NUMBER	LOC SCOPE	PROJI	CT TITLE			RUDG	ET PERIOD					
NONDER	NONDER	COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 07-08	FY 08-09	FY	FY	FY 11-12	FY 12-13	FY 13-14	FY 14-15	SUCCEED YEARS
			PROGRAM TOTALS	-									
		PLANS Land	550 500	<i>55</i> 0 500									
		DESIGN CONSTRUCTION	705 7,450	705 7,450									
		EQUIPMENT	318	318									
		TOTAL	9,523	9,523									
		SPECIAL FUND G.O. BONDS	5,983 3,540	5,983 3,540									

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78 PAGE 19

PROGRAM ID

AGS-889

PROGRAM STRUCTURE NO. 080205

PROGRAM TITLE

SPECTATOR EVENTS & SHOWS - ALOHA STADIUM

PROJECT NUMBER	PRIORITY NUMBER	LOC SCOPE	PRO	JECT TITLE			BUDGET P	ERIOD					
		COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	SUCCEED YEARS
Q104	0005	OTHER	LUMP SUM HEAL	TH AND SAFET	Y, ALOHA ST	ADIUM, O	AHU						
		PLANS DESIGN CONSTRUCTION	2,270 26,880 218,510		550 11,880	1,870 11,330 12,650	100 3,900 11,000	100 4,000 51,497	100 4,100 52,473	100 1,000 54,759	1,000 11,079	1,000 13,172	
		TOTAL	247,660		12,430	25,850	15,000	55,597	56,673	55,859	12,079	14,172	
		G.O. BONDS	247,660		12,430	25,850	15,000	55,597	56,673	55,859	12,079	14,172	٠.
			PROGRAM TOTALS	.									
		PLANS DESIGN CONSTRUCTION EQUIPMENT	4,071 30,205 270,130 651	1,801 3,325 51,620 651	550 11,880	1,870 11,330 12,650	100 3,900 11,000	100 4,000 51,497	100 4,100 52,473	100 1,000 54,759	1,000 11,079	1,000 13,172	
		TOTAL	305,057	57,397	12,430	25,850	15,000	55,597	56,673	55,859	12,079	14,172	
		SPECIAL FUND REVENUE BONDS G.O. BONDS	15,772 12,000 277,285	15,772 12,000 29,625	12,430	25,850	15,000	55,597	56,673	55,859	12,079	14,172	:

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

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PROGRAM ID

AGS-131

PROGRAM STRUCTURE NO. 110302

INFORMATION PROCESSING & COMM SERVICES PROGRAM TITLE

ROJECT NUMBER	PRIORITY NUMBER	LOC SCOPE	PRO	JECT TITLE			BUDGET PI	EDTOD					
NOMBER	NOMBER		PROJECT	PRIOR	FY	FY	FY	FY	FY	FY	FY	FY	SUCCEED
		COST ELEMENT/MOF	TOTAL	YRS	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	YEARS
Q102	0005	OTHER	LUMP SUM HEAL	TH AND SAFETY	, INFORMAT	ION AND	COMMUNICATION	SERVICES	DIVISION, S	TATEWIDE			
		PLANS	1,497		598	24	275	250	350				
		LAND	504		3	1	125	325	50				
		DESIGN	3,197		922	125	475	825	850				
		CONSTRUCTION	27,451		3,801	1,800	5,550	1,550	14,750				
		EQUIPMENT	12,646		871	950	2,500	2,450	5,875				
		TOTAL	45,295		6,195	2,900	8,925	5,400	21,875				
		G.O. BONDS	45,295		6,195	2,900	8,925	5,400	21,875				
			PROGRAM TOTAL	S									
		PLANS	2,190	693	598	24	275	250	350				
		LAND	582	78	3	1	125	325	50				
		DESIGN	5,262	2,065	922	125	475	825	850				
		CONSTRUCTION	41,402	13,951	3,801	1,800	5,550	1,550	14,750				
		EQUIPMENT	18,501	5,855	871	950	2,500	2,450	5,875				
		TOTAL	67,937	22,642	6,195	2,900	8,925	5,400	21,875				
		G.O. BONDS	67,937	22,642	6,195	2,900	8,925	5,400	21,875				

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT

REPORT B78

PROGRAM ID

AGS-203

IN THOUSANDS OF DOLLARS

PAGE 11

PROGRAM STRUCTURE NO. 11030702 PROGRAM TITLE

STATE RISK MANAGEMENT & INSURANCE ADMIN

PROJECT PRIORITY NUMBER NUMBER	LOC SCOPE	PRO	JECT TITLE			BUDGET P	FRION					
	COST ELEMENT/MOF	PROJECT Total	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	SUCCEED YEARS
		PROGRAM TOTAL	s									
	DESIGN	1,026	1,026									
	CONSTRUCTION EQUIPMENT	9,221 1	9,221 1									
	TOTAL	10,248	10,248									
	REVOLVING FUND	10,248	10,248			: .						

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

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PROGRAM ID

AGS-221

PROGRAM STRUCTURE NO. 11030801

PROGRAM TITLE

ROJECT NUMBER	PRIORITY NUMBER	LOC SCO	PE	PRO	JECT TITLE			BUDGET P	FRIAN					
NUMBER	NUMBER			DDG IFCT	DDTAD	EV				- FV	EV	EV	EV.	CHCCEED
		COST ELEM	FNT/MOF	PROJECT Total	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-1 5	SUCCEED YEARS
E109	0001		HER	CAPITAL IMPRO				TATEWIDE						
		PLANS		141,481	64,187	6,896	6,946	7,361	7,361	7,729	7,729	8,115	8,115	17,042
		LAND				0,070	0,740				1,129		0,119	17,042
				20	10	1	1	1	1	1	1	1		4
		DESIGN	T 011	20	10	1	1	1	1	1	-	1	1	2
		CONSTRUCT		20	10	1	1	1	1	1	1	1	1	2
		EQUIPMENT		20	10	1	1	1	1	1	1	1	1	2
		TOTAL		141,561	64,227	6,900	6,950	7,365	7,365	7,733	7,733	8,119	8,119	17,050
		G.O. BOND	s	141,561	64,227	6,900	6,950	7,365	7,365	7,733	7,733	8,119	8,119	17,050
Q101	0003	ОТ	HER	LUMP SUM MAIN	TENANCE OF E	XISTING FAC	ILITIES, P	UBLIC WORKS	DIVISION,	STATEWIDE				
		PLANS		4,196		300	300	1,000	500	500	500	349	349	398
		LAND		10		1	1	1	1	1	1	1	1	2
		DESIGN		7,350		700	700	1,200	900	1,000	750	500	500	1,100
		CONSTRUCT	TON	66,434		3,600	3,600	12,360	9,727	10,150	7,597	4,550	4,550	10,300
		EQUIPMENT		2,196		399	399	100	100	399	399	100	100	200
		TOTAL		80,186		5,000	5,000	14,661	11,228	12,050	9,247	5,500	5,500	12,000
		G.O. BOND	s	80,186		5,000	5,000	14,661	11,228	12,050	9,247	5,500	5,500	12,000
Q106	0007	NEI		KALANIMOKU BU	ILDING, EMER	GENCY OPERA	ΓING C	ENTER, OAHU			<u> </u>			
		DESIGN		175		175								
		CONSTRUCT	ION	1,225		1,225								
		EQUIPMENT		1,100		1,100								
		TOTAL		2,500		2,500								
		G.O. BOND	 S	2,500		2,500								

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

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PROGRAM ID

AGS-221

PROGRAM STRUCTURE NO. 11030801

PROGRAM TITLE

PROJECT NUMBER	PRIORITY NUMBER	LOC SCOPE	PRO	PROJECT TITLE BUDGET PERIOD									
		COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	SUCCEED YEARS
Q109		RENOVATION	KEAKEALANI SI	ATE OFFICE E	BUILDING REP	AIR	HAUKAPILA ST	REET, HAWAII					
		DESIGN CONSTRUCTION	70 430		70 430								
		TOTAL	500		500								
		G.O. BONDS	500		500								
P60131	0002	OTHER	ENERGY CONSE	RVATION AND S	SUSTAINABLE [DESIGN	IMPROVEMENTS	, STATEWIDE					
		PLANS DESIGN CONSTRUCTION EQUIPMENT	4,101 5,161 100,253 96	1 1 2,997 1	1,700 1,400 7,890 10	1,350 310 3,690 5	250 500 18,289 10	250 550 25,197 10	100 400 7,790 10	100 400 7,790 10	100 400 7,790 10	100 400 7,790 10	150 800 11,030 20
		TOTAL	109,611	3,000	11,000	5,355	19,049	26,007	8,300	8,300	8,300	8,300	12,000
		G.O. BONDS	109,611	3,000	11,000	5,355	19,049	26,007	8,300	8,300	8,300	8,300	12,000
P70153		NEW	HAWAII ARTS C	ENTER FOR YO	OUTH, OAHU								
		PLANS DESIGN	1 49		1 49								
		TOTAL	50		50			*		ev in the		2	
		G.O. BONDS	50		50								
P70154		RENOVATION	HAWAII THEATR	E CENTER, OA	HU								
		CONSTRUCTION	250		250								
		TOTAL	250		250					- ;			
		G.O. BONDS	250		250								
										100			

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT

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PROGRAM ID PROGRAM STRUCTURE NO. 11030801

AGS-221

IN THOUSANDS OF DOLLARS

PROGRAM TITLE

PROJECT NUMBER	PRIORITY NUMBER	LOC	SCOPE	PROJECT TITLE				BUDGET PERIOD						
		COST	ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	SUCCEED YEARS
P70155			RENOVATION	JAPANESE CULT	URAL CENTER	OF HAWAII,	DAHU							
•		CONS	TRUCTION	575	•	325	250							
		T	OTAL	575		325	250							
		G.O.	BONDS	575	**	325	250							
P70156			RENOVATION	FRIENDS OF WA	IPAHU CULTU	JRAL GARDEN PA	ARK, OAHU							
		CONS	TRUCTION	250		250								
		T	DTAL	250		250								
		G.O.	BONDS	250		250								
P70157			NEM	HAWAII HERITA	GE CENTER,	OAHU								
		DESIG CONST	GN FRUCTION	1 299		1 299								
		TO	DTAL	300		300								
		G.O.	BONDS	300		300			-					
P70158			RENOVATION	HAWAII PERFOR	MING ARTS C	OMPANY, OAHU								
		CONST	TRUCTION PMENT	149 1		149 1								
		TO	DTAL	150		150								
		G.O.	BONDS	150		150								

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78 PAGE 15

PROGRAM ID

AGS-221

PROGRAM STRUCTURE NO. 11030801

PROGRAM TITLE

PROJECT NUMBER	PRIORITY NUMBER	LOC SCOPE	PROJ	ECT TITLE			BUDGET P	ERIOD					
		COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-1 5	SUCCEED YEARS
P70159		RENOVATION	MAUI COMMUNITY	ARTS AND C	ULTURAL CEN	TER, MAUI							
		DESIGN	2		1	1							
		CONSTRUCTION	498		249	249							
		TOTAL	500		250	250							
		G.O. BONDS	500		250	250							
			PROGRAM TOTALS							· · · · · · · · · · · · · · · · · · ·	·		
		PLANS	157,284	71,693	8,897	8,596	8,611	8,111	8,329	8,329	8,564	8,564	17,590
		LAND	20,063	20,043	2	2	2	2	2	2	2	2	4
		DESIGN	36,002	23,185	2,397	1,012	1,701	1,451	1,401	1,151	901	901	1,902
		CONSTRUCTION	299,200	131,824	14,668	7,790	30,650	34,925	17,941	15,388	12,341	12,341	21,332
		EQUIPMENT	8,916	5,514	1,511	405	111	111	410	410	111	111	222
		TOTAL	521,465	252,259	27,475	17,805	41,075	44,600	28,083	25,280	21,919	21,919	41,050
		GENERAL FUND	28,435	28,435									
		PRIVATE CONTRI	3,400	3,400									
		REVOLVING FUND	4,000	4,000									
		G.O. BONDS	483,630	214,424	27,475	17,805	41,075	44,600	28,083	25,280	21,919	21,919	41,050
		OTHER FED. FUN	2,000	2,000									•

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT

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PROGRAM ID

PROGRAM TITLE

AGS-233

IN THOUSANDS OF DOLLARS

PROGRAM STRUCTURE NO. 11030804

CENTRAL SERVICES - BUILDING REPAIRS & AL

PROJECT PRIORITY NUMBER NUMBER	LOC SCOPE	PROJECT TITLE				BUDGET PI	ERIOD					
	COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	SUCCEED YEARS
		PROGRAM TOTAL	s									
	DESIGN CONSTRUCTION	3,409 21,223	3,409 21,223									
	TOTAL	24,632	24,632									
	G.O. BONDS	24,632	24,632	a thin due shi ma shi spe hai shi shi sa	M (Min shall said) bibli spak sain sain šiats dias sain sain							